

AMENDED ADAMS COUNTY BOARD OF SUPERVISORS MEETING
Adams County Board Room, February 21, 2012 6:00 p.m.

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of January 17, 2012 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims Johnson, Keckeisen, Kotlowski, Licitar, Miller and Morgan.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** To appoint to Ad Hoc Rules Committee; John West, Bev Ward, Joe Stuchlak, Bill Miller, Jack Allen. Appoint David Repinski to the Aging & Disability Resource Center Committee (ADRC).
13. **Unfinished Business:** None
14. **Reports and Presentations:**
 - A. Miscellaneous:
 - Administrative Coordinator/Director of Finance report
 - Daric Smith, RIDC
 - 2011 Annual Report from Register of Deeds
 - 2011 Annual Report from Land Information-Register of Deeds
 - 2011 Annual Community Service Program
 - 2011 Annual Clerk of Court Receipts and Disbursements
 - 2011 Annual Report Basic Jury System Evaluation from Circuit Court

15. Review Committee Minutes			
Ad Hoc Rules 11/9/11	County Board 1/17	Library 1/23	PS & J 1/5, 1/17
Ad Hoc Trans 12/8/11, 1/19, 2/2	Executive 1/10	P & Z 1/4	Solid Waste 12/11/11,
Admin/Fin 10/11/11, 1/13	Highway 1/12	Property 1/11	1/11, 2/8
CDBG 7/20/11	Land & Water 12/12/11, 1/9, 1/17, 2/13	PS&J & Admin & Fin 10/18/11	Surveyor 2/1
			UW Ext 1/10

16. **Resolutions:**
 - Res. #07:** To Sell County Advertised Tax Foreclosure Property, 032-01606.
 - Res. #08:** To amend the Adams County Personnel & General Administrative Policies adopted November 2011.
 - Res. #09:** To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to Apply for \$97,000 from WDNR Aquatic Invasive Species Grant Program for the purpose of funding a staff person and operations to provide educational and technical assistance for prevention and control of aquatic invasive species for 2013 and 2014.
 - Res. #10:** To authorize the Department of Health and Human Services of Adams County to increase the part time Economic Support position to a full time position.
 - Res. #11:** To authorize the Department of Health and Human Services of Adams County to reclassify a current Clerk/Receptionist position to a Clinic Coordinator/Receptionist.
 - Res. #12:** To authorize the Clerk of Circuit Court for Adams County to reclassify a current Collections Specialist position to a Deputy Clerk of Court position.
 - Res. #13:** Resolution providing for the sale of approximately \$5,580,000 general obligation refunding bonds.
17. **Ordinance:**
 - Ord. # 01:** To rezone parcels of land in Town of Colburn that were based on incorrect acreage calculations and not zoned according to existing use and additional parcels as appropriate and to enact Ordinance 17A, 2010.
18. **Denials:** None
19. **Petitions:** None
20. Approve Claims
21. Approve Per Diem and Mileage
22. Motion for County Clerk to correct errors
23. Set next meeting date
24. Adjournment.



Trena Larson

Administrative Coordinator/Director of Finance

400 N. Main Street

P.O. Box 102

Friendship, WI 53934-0102

Phone: 608-339-4579

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Trena.Larson@co.adams.wi.us

Seminars – Please see me if you would like additional information or if would like talk about any of these items.

Health Insurance

1. Expect double digit (%) increases in 2013 Health Insurance premiums
2. An effective Wellness program can help mitigate some our your potential health insurance costs
3. MERPS – Medical Expense Reimbursement Plans – Often used with high deductible Plans
4. Obama Healthcare Legislation – potential effects on Counties
 - a. Counties need to start planning and strategizing now

Role and Tools in County Administration

1. Oversight vs. Implementation for County Supervisors
2. Board needs to set the vision
3. County Organizational Forms
 - a. Executive, Administrators, Administrative Coordinator
4. Financial Metrics
 - a. Resources available at <http://lgc.uwex.edu>

Legislative Exchange

John Koskinen – Chief Economist State of Wisconsin

1. State workforce has shrunk by 5% since recession
2. The principal weakness in the economy is the lack of investment
 - a. Commercial Property
 - b. Homes
3. People are immobile and unable to move to jobs because they are unable to sell their homes

Michael Ford – Research Director Wisconsin Policy Research Institute

1. 3 focuses to getting the state back on track
 - a. Quality of life
 - b. Local governance
 - c. Economic growth
2. You can't have efficiency without quality
 - a. Need to be able to measure results



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3. Charter School Model –Success

- a. Clear Expectations
- b. Transparency
- c. Accountability

www.wpri.org

ford@wpri.org

Jeff Lyon – Deputy Secretary State of Wisconsin Department of Agriculture

- 1. Major changes are expected in DATCP – 7 million dollars was lost at the state level
- 2. Currently evaluating core deliverables and what can be done to enhance these

JB Van Hollen – Attorney General

- 1. Currently looking at the effectiveness of preliminary hearing
- 2. Also look at changing the standard for indigent attorney representation

Bill Orth, Sauk County Human Services

- 1. Cuts in Youth Aids – Prevention programs for youth
- 2. Family Care (long-term care) – This program had been capped by the state however it has now been lifted. Adams County will enroll within the next year.
- 3. This program is looking at different ways to provide services for individuals other than facility placement (self directed supports)
 - a. Install pill dispensers

My main take away was that Counties are currently facing many new decisions and it is important to look at the financial impact for this year as well as for years to come. Economic recovery does not appear to be on the horizon but we do have new tools to increase our sustainability while providing quality core services to our community.



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County Board Report

02/21/12

Office Activities

1. Continued Analysis on BRB changes
 - a. Benefits
2. HHS project
 - a. Monitor Costs and work with Venders
3. Follow up on new animal control vender(s)
4. Participate in Union Negotiations with WPPA #355
5. Interviewed for Administrative Assistant position
6. Seminars –
 - a. Health Insurance Seminar
 - i. Cost Controls, Quality Controls
 - b. Seminar - Role and Tools in County Administration
 - c. WCA Legislative Exchange Feb 7-8 2012
7. Organized and participated in quarterly meeting for Municipal Officials – January 25, 2012
 - a. 20 + attendee/Focus RIDC
 - b. Next Meeting April 11, 2012
8. Discussions with Ehlers on potential refinancing of 2 debt issues

Upcoming Activities

1. HHS Director Vacancy -
2. Cash Reconciliation – January
3. Review Balance Sheet Accounts and complete journal entries needed for year end
 - a. Year End Journal Entries
4. Budget
 - a. Review 2011 Budget variances – begin to review and discuss with department heads
 - b. Prepare a variance report for Admin/Finance Committee
 - c. Levy constraints for future years
 - d. 2013 Budget planning
5. Cross training throughout 2012 with MaryAnn on Workers Comp and Liability Insurance
 - a. renewal and procedures January 2012
6. Continue to build relationships with elected officials in Madison
 - a. Quarterly Breakfast with Elected Officials, Supervisors, Department Heads
 - b. County Ambassadors Program
7. Continue to Developing Partnerships with other counties
 - a. Currently engaged in partnership with Sauk County
 - b. Coordinate quarterly meeting with surrounding Counties
8. Wellness Program
 - a. Redesigning the program to raise employees participation and define metrics to determine cost savings
9. Student Government Day – Participate in Planning
10. Complete Incident Command System (ICS) 400 – Emergency Management



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WCA eNews

"WCA eNews," the electronic newsletter of the Wisconsin Counties Association, is in its fourth year of publication. If you haven't signed up to receive it yet in your email box, please take a moment to subscribe. County and state officials, those working in the legislative arena or anyone interested is encouraged to sign up for this weekly publication.

THE WHEELER REPORT/WISPOLITICS

If it's happening in the Capitol or related to government in any way, you can find out about it through The Wheeler Report and WisPolitics.com.

These two companies make it their business to know and communicate all that is relevant in the world of politics and government. Both companies have websites, thewheelerreport.com and wispolitics.com, at which there is a wealth of information. However, both companies also offer an electronic product to which you may subscribe for a fee. The electronic product contains up to the minute political and government information much of which is not available on the free website.

Anyone may subscribe to either or both of these services, however, in an effort to maintain a highly informed county family and as a benefit of Association membership, any member of the county family may receive either or both of these electronic products at no charge. The Wisconsin Counties Association has an agreement with these two companies wherein all county elected, appointed, and employed individuals may receive the products if their county is a member of the Wisconsin Counties Association.

To begin receiving either report, please contact the WCA Office at mail@wicounties.org and provide your name, title, and e-mail address(es).

Your e-mail addresses will not be sold or shared with any other entity.

YES! I would like to receive WCA e-News, The Wheeler Report and/or WisPolitics by e-mail!

County: _____ Title: _____

Name: _____

E-mail Address: _____

I would like to receive:

The Wheeler Report _____ WisPolitics _____ WCA e-News _____

Fax to: 608.663.7189 or mail to:

WCA
22 E. Mifflin Street, Suite 900
Madison, WI 53703

LYNDA BRADSTREET
DIRECTOR OF ADMINISTRATION & FINANCE

JON HOCHKAMMER
DIRECTOR OF INSURANCE OPERATIONS

JOHN REINEMANN
LEGISLATIVE DIRECTOR

J. MICHAEL BLASKA
DIRECTOR OF PROGRAMS & SERVICES

MARK D. O'CONNELL, EXECUTIVE DIRECTOR



ADAMS COUNTY REGISTER OF DEEDS

JODI M. HELGESON



PO Box 219
402 MAIN ST
FRIENDSHIP WI 53934
608-339-4206

DEPUTIES:
CHRIS BILY
JULIE GOODHUE

2011 ANNUAL REPORT

To the Honorable Board of Supervisors of the County of Adams, State of Wisconsin.

I, Jodi M. Helgeson, Register of Deeds for Adams County, Wisconsin, respectfully submit the following report for 2010.

Documents recorded: 6614

Vital Records –Certified Copies issued:

Birth -241

Death -1234

Marriage -314

Domestic Partnerships - 0

Veterans Discharges – 4

Web Sales for 2011

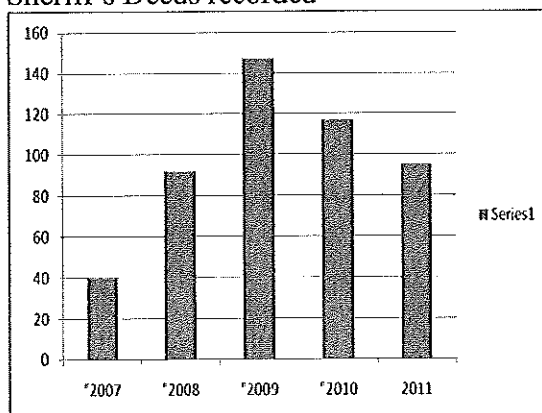
Total Sales \$11,237.00

Number of Transactions 873

Web sales of documents continue to be a good source of revenue. We continue to add older documents to the online website.

I continue to utilize court ordered community service on projects such as dusting the office and transferring data from card indexes to computer

Sheriff's Deeds recorded



Sheriff's Deeds are recorded after a property completes the foreclosure process and is sold to the new buyer at sale on the courthouse steps. An estimated 85% of those are due to default on mortgages and are purchased back by the bank.

WHEREAS: A minimum annual transfer of 50% of annual revenue will be made from the Adams County Land Information revenue account to repay the amount borrowed. Revenues are from retained fees and/or grants.

NOW THEREFORE BE IT RESOLVED By the Adams County Board of Supervisors to approve a transfer in the amount of \$450,000 from the general fund in three phases to the Land Information Program Purchased Services account to complete the digital parcel mapping project as currently being done.

Dated this 23rd day of October, 2001.

<u>Al Sebastiani</u>	<u>Bill Spurr</u>
<u>Glenn Johnson</u>	<u>Ed Carl</u>
<u>Harry Babcock</u>	<u>David C. Laborski</u>
<u>Joey Kuehnlohn</u>	<u>Marcelle Woodin</u>
<u>Jeffrey</u>	<u>Robert Heenefeldt</u>
<u>Melianne Miller</u>	

Adopted ☒

By the Adams County Board of Supervisors this 23rd day of October, 2001.

Defeated ☐

Beverly Ward
Beverly Ward, County Clerk

George Kaldenberg
George Kaldenberg, County Board Chair

RESOLUTION NO. 104, 2001

INTRODUCED BY: Land Information Committee/Land Conservation
Committee/Planning and Zoning Committee

Definitions: GPS - Global Positioning System

GIS - Geographic Information System

INTENT AND SYNOPSIS: To borrow \$450,000 over a period of time to complete the countywide digital mapping project for Adams County.

FISCAL NOTE: Phase I: \$150,000 to perform GPS work, prepare parcel packets, perform digital mapping. Phase II: \$150,000 to perform GPS work, prepare parcel packets, perform digital mapping. Phase III: \$150,000 to perform GPS work, prepare parcel packets, perform digital mapping. Areas to be mapped will be selected according to cost sharing projects, municipality participation and information available. Estimated date of completion: June 2006

WHEREAS: The Adams County Land Information Program implemented a digital parcel mapping project in 1996 and continues mapping and maintaining digital maps of the following townships in Adams County: Town of New Haven, Town of Dell Prairie, Town of Leola, Town of Colburn, Town of Rome and portions of the Town of Jackson and the Town of Springville.

WHEREAS: Current GPS work being done by the County Surveyor will take over 15 years to complete at the current schedule. The County Surveyor does approximately ½ township per year.

WHEREAS: Layering techniques including zoning, floodplain, soils, sanitary and road maintenance are difficult and expensive to do without standard digital parcel maps.

WHEREAS: Rapid advances in technology will make a long term mapping project susceptible to major upgrades and increased costs. Implementation of a county GIS system is not possible without digitized base parcel mapping.

WHEREAS: The public must currently go to two different departments to obtain maps due to some maps being digital and some on paper. Easy public access to map information along with connection to parcel information is desired by local governments, business and citizens.

ADAMS COUNTY REGISTER OF DEEDS REVENUES *

Total Monies Deposited:	\$484,138.85
Monies send to state agencies ¹	\$212,599.60

Balance for Adams County	\$271,539.25
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Monies for Adams County
distributed as follows:

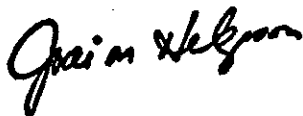
Revenue #1013.46130 (Register of Deeds)	\$220,171.25
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Revenue #1013.46131 & 32 (Adams County Land Information)	\$51,368.00
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The office has completed a portion of Phase I of the redaction project. Over 500,000 images were reviewed for redaction by the selected vendor. We will continue to collect the statutory fee of \$5 for continued work on redacting social security numbers from documents as well as validate the results of the work already done by the vendor.

The Register of Deeds office is the source of funding for the Adams County Land Information program through recording fees collected for each document. Monthly reports are provided to the Land Information Officer on monies received for this purpose.

Respectfully submitted this 2012



Jodi M. Helgeson
Register of Deeds

*Pre-audit totals

¹ 80% of Real Estate Transfer Fees to Dept. of Revenue; Birth Certs: \$7.00 of first copy sale to Children's Trust Fund, \$8.00 to automation fund; Death, Marriage and Domestic Partnerships: \$13.00 of first copy sale to automation fund \$2.00 of each recording fee to Wisconsin Land Information Program.



ADAMS COUNTY LAND INFORMATION

PO Box 219

Friendship WI 53934

Jodi Helgeson-Land Information Officer-Register of Deeds

608-339-4206

For the 2011 payment to Adams County for Resolution #104-2001 – mapping project:

	YEAR TOTAL EXPENSES	PAYMENT TO COUNTY INCLUDING ANY GRANTS	
2002	\$149,418.06	\$21,524.20	
2003	\$100,316.35	\$93,587.00	
2004	\$96,060.44	\$25,279.50	
2005	\$48,030.22	\$62,857.50	
2006	\$0.00	\$26,845.50	
2007	\$0.00	\$23,982.50	
2008	\$0.00	\$18,705.00	
2009	\$0.00	\$19,210.00	
2010	\$0.00	\$22,555.50	
2011	\$0.00	\$25,684.00	
	\$393,825.07	\$340,230.70	BALANCE DUE
			\$53,594.37

COMMUNITY SERVICE PROGRAM ANNUAL REPORT FOR 2011

The Community Service program had 250 active participants in the program for 2011. The participants completed 21,041.5 hours of Community Service. 208 adults completed 20,176 hours and 42 juveniles completed 865.5 hours. At a credit of \$6.00 per hour, this results in a benefit of \$126,249.00 of labor completed by participants.

A new state statute requires individuals who are sentenced to jail due to an OWI conviction must have an Ignition Interlock Device installed in their vehicle(s) prior to being released on Huber. This statute has decreased the number of eligible individuals in jail that qualify for community service.

Truancy court for juveniles has been moved from the courthouse to the high school. This has decreased the amount juveniles utilizing the program. Community Service Program Staff and the high school principal met prior to school starting in an attempt to create an awareness of the Community Service Program. Community Service Program is also working with the school Social Worker with supervising juveniles and coordinating work opportunities.

COMMUNITY SERVICE PROGRAM SUMMARY

The Community Service Program gives great financial benefit to the Adams County community. At the \$6.00 per hour credit that is given to participants, the worksites receive the benefit of labor that could otherwise cost a great deal more if temporary help or contractors were hired to complete the labor done by participants.

Community Service participants benefit because most are in a low-income bracket, unemployed or living off Social Security benefits. These individuals must be responsible for their offenses, yet paying of their fines would result in a financial burden to themselves or their families. Many would not be able to pay which could result in a punishment of jail time which would cost the County money, or a suspension of their driver's license which could affect their employment and family responsibilities.

COMMUNITY SERVICE PROGRAM ASSISTS ELDERLY/DISABLED INDIVIDUALS

The Community Service Program accepts and screens applications from elderly and disabled individuals requesting help with work, maintenance and repairs that they can not perform themselves and can not afford to hire out.

COMMUNITY SERVICE PROGRAM PARTNERS WITH ALIVE

The Community Service Program has a strong working relationship with the ALIVE alternative school in town. ALIVE students perform requested tasks as ALIVE staff provides supervision.

ADULT COMPONENT OF THE PROGRAM

The 208 adults participating in the program in 2011 were active for the following reasons:

Community Service	# of Cases	Status	Comment
Court Ordered	19	10 Completed 4 Discharged/ NonCompliant 5 Remain active	1,226.5 hours were assigned and 500 hours were credited. Court Ordered hours were assigned by the following counties: 15 Adams County 1 Monroe County 2 Richland County 1 Marquette County
Fines	345 (155 participants)	154 Cases Satisfied 17 Credit given for payment plan 126 Discharged/ NonCompliant 46 Remain active 2 Misc	23,480.75 hours were assigned and 12,050.75 hours or \$72,304.50 was credited.
Probation Ordered	2	1 Discharged/ NonCompliant 1 Remain active	A total of 60 hours were assigned.
Earned Good Time	27 participants	267 Earned Good Days 6782 hours performed	Earned Good Time was started in June 2008. Inmates are allowed to earn 1 good day with every 24 hrs performed.
DA Ordered	12 participants	5 Remain active 7 Completed	A total of 250 hours were assigned and 125 hours were credited.

Monthly calendars are sent to participating adults with a variety of community service activities to attend. Adults are assigned 10 hours per month and are encouraged to perform more hours if able. Failure to contact the Community Service office and perform hours for 3 consecutive months' results in termination from program and cases are then referred back to the Clerk of Courts office for payment.

JUVENILE COMPONENT OF THE PROGRAM

The 42 juveniles participating in the program in 2011 were active for the following reasons:

Community Service	# of Cases	Status	Comment
Court Ordered	2	1 Completed 1 Discharged for failure to complete hours within allotted time	60 hours were assigned and 20 hours were credited. 1 Adams County 1 Columbia County
Fines	58 (40 participants)	17 Completed 3 Credit given for payment plan 26 Discharged/ NonCompliant 1 Moved 11 Remain active	2,851.75 hours were assigned and 1008 or \$6048.00 was credited.
DA Ordered	1	1 Active	A total of 25 hours were assigned.

Monthly calendars are sent to participating juveniles with a variety of community service activities to attend. Juveniles are assigned 5 hours per month and are encouraged to perform more hours if able. Failure to contact the Community Service office and perform hours for 3 consecutive months' results in termination from program and cases are then referred back to the Clerk of Courts office for payment.

COMMUNITY SERVICE PROGRAM OVERVIEW 1998-2011

YEAR / PARTICIPANTS	TOTAL HOURS	BENEFIT AT \$6.00 PER HR
1998 / 105	4,575.25 hrs	\$27,451.60
1999 / 147	7,615 hrs	\$45,690.00
2000 / 154	8,426.5 hrs	\$50,559.00
2001 / 215	13,516.25 hrs	\$81,099.00
2002 / 289	16,55.75 hrs	\$99,328.50
2003 / 325	13,477.5 hrs	\$80,865.00
2004	No Report Available	
2005	No Report Available	
2006 / 285	19,932.75 hrs	\$119,596.50
2007 / 296	15,075 hrs	\$90,450.00
2008 / 358	29,208 hrs	\$175,248.00
2009 / 341	27,517 hrs	\$165,102.00
2010 / 283	18,761.25 hrs	\$112,567.50
2011/ 250	21,041.50 hrs	\$126,249.00

Worksites**Hours****Dollars**

Adams Co. Courthouse & Annex	1771.5	\$10,629.00
Adams Co. Dept. of Aging	1717.5	\$10,305.00
Adams Co. Dept. of Parks & Recreation	245.5	\$1473.00
Adams Co. Jail	1989.0	\$11,934.00
Adams Co. Landfill	4997.75	\$29,986.50
Adams Co. Practical Cents	4544.75	\$27,268.50
Adams Co. Schools	109.75	\$658.50
Adams Co. Humane Society	3357	\$20,142.00
ALIVE	387	\$2322.00
Elderly/Disabled	19.50	\$117.00
Food Pantry	139.50	\$837.00
Miscellaneous**	182	\$1,092.00
Non-Profit Organizations *	1386.25	\$8,317.50
North Star/Friendship Products	187.5	\$1,125.00
State of Wisconsin Programs	7.00	\$42.00
TOTALS	21,041.5	\$126,249.00

Non Profit Organizations:

Adams County Humane Society
Adams County Fairgrounds
AF Youth Sports
Angel Tree
Antique Farmers Museum
Area Churches
Band Aid
Coats for Kids
Community Play
Feline Friends
Friends of the Park,
Roche a Cri State Park
Grand Marsh Community Center
Grand Marsh Corn & Tater
Habitat for Humanity
Have a Heart Rescue
Kids Day
Lions Club

Salvation Army
Sand County Players
SHARE Program
Stuff the Bus School Supply Drive
United Way

Misc.:

AARP/Taxes
Adams County Tornado Clean Up
Big Flats Fire Dept
Burt Morris Park
City of Adams
Friendship Fire Dept
Grand Marsh
Kilbourn Library
Town of Big Flats
Town of Rome
Village of Friendship

TO THE HONORABLE BOARD OF SUPERVISORS FOR ADAMS COUNTY:

I, DIANNA D. HELMRICK, CLERK OF CIRCUIT COURT FOR ADAMS COUNTY, WISCONSIN,
RESPECTFULLY SUBMIT THE FOLLOWING REPORT OF RECEIPTS AND DISBURSEMENTS OF
THIS OFFICE FROM JANUARY 1, 2011 THROUGH DECEMBER 31, 2011

BALANCE BROUGHT FORWARD JANUARY 1, 2011 \$ 121,678.97

RECEIPTS

COURT REVENUE:

\$ 931,108.90

Circuit Fees	\$ 100,243.69
Clerk's Fees	\$ 25,567.03
Penalty Assessment	\$ 51,835.42
Crime Victim/Witness Surcharge	\$ 23,121.33
Justice Information Fee	\$ 74,869.58
Jail Assessment	\$ 22,186.10
Driver Improvement Surcharge	\$ 43,086.86
Wild Animal Surcharge	\$ 211.80
DNR Restitution	\$ 801.78
DNR Assessment	\$ 13,444.90
Wildlife Violator Compact Surcharge	\$ 1,280.73
Domestic Abuse Assessment	\$ 1,030.70
Truck Driver Education Surcharge	\$ 93.13
Interest Revenue	\$ 1,737.18
Drug Offender Diversion Surcharge	\$ 188.10
Weapons Assessment	\$ 327.81
Occupational License Fee	\$ 40.00
Ignition Interlock Device Surcharge	\$ 1,599.96
Family Counseling Service Fee	\$ 1,915.00
Mediation Fee	\$ 2,061.85
Drug Abuse Surcharge	\$ 5,010.63
DNA Surcharge	\$ 288.55
Crime Lab/Drug Law Assessment	\$ 29,328.69
Consolidated Court Automation Project	\$ 26,645.71
Court Service Fee	\$ 257,636.69
Municipal Fees	\$ 2,245.00
10% Restitution Surcharge	\$ 2,164.60
Blood Test Costs	\$ 34.51
Sales Tax	\$ 59.78
Recoupments	\$ 58,451.84

FINES AND FORFEITURES:

County	\$ 73,615.79
State - Chapter 341-347, 349 & 351	\$ 49,827.12
State - Chapter 348	\$ 1,118.62
State - All Others	\$ 59,038.42

TRI-LAKES DISTRICT

\$ 401.70

CITY OF ADAMS

\$ 14,600.61

TOWN OF ROME

\$ 86.71

RESTITUTION

\$ 5,742.83

BAIL

\$ 81,022.14

TRUST

\$ 120,507.24

TOTAL RECEIPTS

\$ 1,153,470.13

\$ 1,275,149.10

DISBURSEMENTS

TREASURER, COUNTY OF ADAMS	\$	931,108.90	
TREASURER, TRI-LAKES DISTRICT	\$	401.70	
TREASURER, CITY OF ADAMS	\$	14,600.61	
TREASURER, TOWN OF ROME	\$	86.71	
RESTITUTION	\$	4,612.83	
BAIL	\$	58,164.64	
TRUST	\$	<u>137,349.62</u>	
			\$ <u>1,146,325.01</u>
TOTAL DISBURSEMENTS:			

BALANCE ON HAND 12-31-11

RESTITUTION	\$	1,427.00	
BAIL	\$	66,579.00	
TRUST	\$	<u>60,818.09</u>	
TOTAL BALANCE ON HAND 12-31-11			\$ 128,824.09

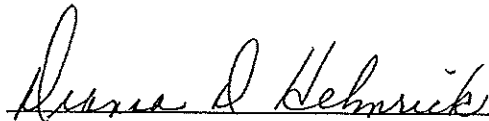
\$1,275,149.10

SPECIAL FEES PAID:	JURY FEES	No. issued: 170	\$	8,341.50
	WITNESS FEES	No. issued: 38	\$	1,202.50
	INTERPRETER FEES	No. issued: 6	\$	510.41
	LAND COMMISSIONERS	No. issued: 6	\$	216.51

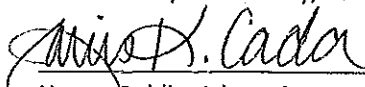
STATE OF WISCONSIN)
) SS.
COUNTY OF ADAMS)

I, Dianna D. Helmrick, Clerk of Circuit Court for Adams County, Wisconsin, being first duly sworn on oath, do say that the within and foregoing report is true to the best of my belief and knowledge based upon the records of my office.

Dated this 10th day of February, 2012.


Clerk of Circuit Court
Adams County, Wisconsin

Subscribed and Sworn to before me
this 10th day of February, 2012.


Notary Public, Adams County, Wisconsin
MCE: Expires 10-28-2012

CASE DATA - 5 YR COMPARISON

<u>FILED:</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
CIVIL CASES	407	488	479	475	366
FAMILY CASES	152	137	144	146	119
PATERNITY ACTIONS	44	54	42	54	46
CRIMINAL MISDEMEANORS	574	590	619	504	494
CRIMINAL FELONIES	160	210	143	146	150
TRAFFIC /NON-TRAFFIC FORFEITURES	3915	3520	3407	3389	2801
COMPLEX FORFEITURES	0	0	8	4	1
JUVENILE FORFEITURES	417	287	245	314	290
SMALL CLAIMS	673	905	866	654	760
GARNISHMENTS	207	320	410	404	420
APPEALS PROCESSED	8	6	8	12	9
INCARCERATED PERSONS CASES	0	0	2	0	0
CIVIL COMMITMENTS (Chapter 980)	0	0	0	0	0
PASSPORT APPLICATIONS PROCESSED					86
OCCUPATIONAL LICENSE APPLICATIONS					1
JURY TRIALS HELD					7

MISCELLANEOUS DATA

State tax liens, transcript judgments, foreign judgments, construction liens, maintenance liens, hospital liens, property tax liens, DWD warrants and executions, list of officers, oaths of office, and Judicial appointments are processed and recorded in this office but not included in the above listed categories.

This office also maintains the daily court calendar, scheduling matters filed in this county, coordinating dates with other counties for judges assigned to Adams County Cases. All case filings and case activities in either pending or closed files returned for an activity are reported to the Wisconsin Information System through the Consolidated Court Automation Program (CCAP) computer system. All monies passing through this office and the office of the Register in Probate are also managed through CCAP.

Basic Jury System Evaluation Report Template

County	ADAMS	Jury Year	2011
Completed by	Charmaine M. Keach	Date	
Sent to DCA (date)			

Section 1: Representative and Inclusive Source List

Reports:

Census Report (Identify Source-Year Used): U.S. Census 2009 Estimates

1-Step County: Text Report, CCAP-25, 30R, and 30 Detail Reports

2-Step County: Text Report, CCAP-25, 30SR, 30QR and 30 Detail Reports

Note: Use reports 30R, 30SR and 30QR to evaluate demographic results at all stages of the jury process.

Persons 18+ Years Old		Census Year		Jury Year Master List		Prospective Juror List ¹	
		Number	%	Number	%	Number	%
Gender	Male	9041	54.14%	8070	52.18%	1558	51.93%
	Female	7658	45.86%	7397	47.82%	1442	48.07%
		16699		15467		3000	
Age	18-24 yrs	1336	8.00%	1250	8.08%	224	7.47%
	25-44 yrs	4387	26.27%	3520	22.76%	690	23.00%
	45-64 yrs	6637	39.74%	6153	39.78%	1215	40.50%
	65+ yrs	4339	25.98%	4339	28.05%	826	27.53%
	Unknown	0	0.00%	205	1.33%	45	1.50%
		16699		15467		3000	
Race	Black/African-Amer	566	3.39%	77	0.50%	13	0.43%
	Amer Indian / Alaska Native	235	1.41%	54	0.35%	7	0.23%
	Asian/Pacific Islander	65	0.39%	35	0.23%	8	0.27%
	White / Caucasian	15357	91.96%	15156	97.99%	2944	98.13%
	Hispanic ²	476	2.85%	145	0.94%	28	0.93%
	Other ³	0	0.00%	0	0.00%	0	0.00%
	Unknown	0	0.00%	0	0.00%	0	0.00%
		16699		15467		3000	

Notes:

1 Use List after imported when Exception List removed

2 See Page 6 of Guide for discussion on counting Hispanic names

3 DOT does not provide a category that matches the US Census category of 'two or more races'.

Analysis: Adams County only uses the DOT list of valid licensed drivers and identification card holders for obtaining a list of potential jurors. The total adult population is 16,699 and the total jury master list for 2011 is 15,467. The standard for inclusiveness should be at least 85%, which indicates that Adams County should have at least 14,195 names of the master list. With 15,467 on the master list we are well over the suggested 85% rate of inclusiveness. To determine representativeness, absolute and comparative disparity is measured and after performing the necessary calculations with the above data, the differences are minimal so it is concluded that Adams County's source list is representative of the population.

Basic Jury System Evaluation Report Template

ADAMS
2011

Section 2: Effective Qualification and Summoning

Section 3: Responsiveness of Jurors

2-Step County Only

Reports:

2-Step County: CCAP-30Q and 30S
See Guide page 16 for Definition of 2-Step County

Enter an "X" in the box at the right if you use a 2-step qualification and summoning process.

-----> **X**

Qualification Yield

Potential Available	Number
A. Questionnaires Sent	2216

Ineligible/Unavailable	Number	%
B. Undeliverable	135	6.09%
C. Deceased	18	0.81%
D. Disqualified	227	10.24%
E. Exc Jury Year	75	3.38%
F. Perm Excused	110	4.96%
G. Postponed	21	0.95%
H. Final No Response	206	9.30%
<i>(to get total add B thru H)</i>		
I. Total Not Available	792	35.74%

J. Total Qualified to Serve (A - I) = 1424
K. Qualification Yield (%) [(J / A) x 100] = **64.26%**

Summoning Yield

Potential Available	Number
L. Summons Sent	368
M. Cancelled or Called Off	175
<i>N = (L-M)</i>	
N. Total Potentially Available	193

Ineligible/Unavailable	Number	%
O. Undeliverable	0	0.00%
P. Deceased	2	0.54%
Q. Disqualified	1	0.27%
R. Exc Jury Year	0	0.00%
S. Perm Excused	0	0.00%
T. Postponed	0	0.00%
U. Final FTA	6	1.63%
<i>(to get total add O thru U)</i>		
V. Total Not Available	9	2.45%

W. Total Available to Serve (N-V) = 184
X. Summoning Yield (%) [(W/N)x100] = **95.34%**

Overall Yield

K. Qualification Yield	64.26%
X. Summoning Yield	95.34%
Overall Yield % [(KxX)x100] =	61.26% <i>(Measures => 40%)</i>
Overall Undeliverable % =	5.22% <i>((B+O)/(A+L))</i>
Overall Exc. Jury Year % =	2.90% <i>((E+R)/(A+L))</i>
Overall Perm Excused % =	4.26% <i>((F+S)/(A+L))</i>
Overall Postponed % =	0.81% <i>((G+T)/(A+L))</i>

Analysis: Adams County uses the 2-step process for qualifying and summoning jurors. For all three years the qualifying yield seems to be at a steady rate between 60 and 65 percent. However, each year it appears the undeliverable, disqualified and permanently excused jurors are increasing which I believe affects and decreases our qualification yield. In 2011 the overall yield increased by 10% which is greater than the 40% sought by Wisconsin. With more trials held our summons yield increased approximately 20%.

Basic Jury System Evaluation Report Template

ADAMS
2011

Section 2: Effective Qualification and Summoning

Section 3: Responsiveness of Jurors

1-Step County Only

Reports:

1-Step County: CCAP-30

See Guide page 16 for Definition of 1-Step County

Enter an "X" in the box at the right if you use a 1-step qualification and summoning process.

----->

☐

Qualification Yield

Potential Available	Number
A. Question-Summons Sent	_____
B. Canceled or Called Off	_____
C = (A-B)	_____
C. Total Potential Available	0

Ineligible/Unavailable	Number	%
D. Undeliverable	_____	_____
E. Deceased	_____	_____
F. Disqualified	_____	_____
G. Exc Jury Year	_____	_____
H. Perm Excused	_____	_____
I. Postponed	_____	_____
J. Final No Response	_____	_____
K. Final FTA	_____	_____
(to get total add D thru K)	_____	_____
L. Total Not Available	0	_____

M. Total Qualified to Serve (C-L) = 0

N. Qualification Yield (%) $[(M/C) \times 100] =$

Overall Yield

(1-Step County)

Overall Yield (N) = (Measures => 40%)

Analysis:

Basic Jury System Evaluation Report Template

ADAMS
2011

Section 2: Effective Qualification and Summoning

Section 3: Responsiveness of Jurors

1 & 2-Step Counties

1 and 2 Step counties

Reports:

Section B of CCAP Reports 30 or 30S and 30Q

Effectiveness of Follow-up Actions

Follow-up Actions Used: When jury questionnaires are not returned, a second questionnaire is mailed.
(i.e., calls, letters, OSC) We had a excellent response again in 2011 and have reduced the FTR to below 6%.

Non-Response to Questionnaires:

	Number	
Total NRF Codes	408	
Total SNRF Codes	0	
Total Jurors with NRF or SNRF	408	
Results of follow-up	Jurors with NRF & SNRF	
	Number	%
Number ineligible/unqualified	59	14.46%
Number qualified (postponed & became available)	143	35.05%
Number final no response	206	50.49%

Failure to appear when summoned:

	Number	
Total FTA Codes	6	
Total SFTA Codes	0	
Total Jurors with FTA or SFTA	6	
Results of follow-up	Jurors with FTA & SFTA	
	Number	%
Number ineligible/unqualified	0	Of Total with FTA & SFTA
Number became eligible/available (subsequent service)	0	Of Total with FTA & SFTA
Number postponed to later term	0	Of Total with FTA & SFTA
Number final FTA	0	Of Total with FTA & SFTA

Analysis: For those who fail to appear, the judicial assistant usually calls these parties the day of the Trial and the Judge will either require them to appear late or excuse them based on their excuse.

Basic Jury System Evaluation Report Template

ADAMS
2011

Section 4: Efficient Use of Jurors

1 & 2-Step Counties

Reports:

1-Step County: CCAP-30R
2-Step County: CCAP-30SR
All: CCAP-23, 24

	Number	Report/Location
Days Jurors Reported for Selection	7	CCAP 24 "New/Report for Selection"
New/Reporting for Selection	203	CCAP 24 "New/Report for Selection"
Not Used	0	CCAP 24 "Not Used"
Number of Voir Dires Begun	7	CCAP 24 "Voir Dires Begun"
No Trial Start Days	0	CCAP 24 "New/Report for Selection"
Sent to Voir Dire	203	CCAP 23 "Sent to Voir Dire"
Questioned in Voir Dire	157	CCAP 23 "Quest. Voir Dire"
Not Questioned in Voir Dire	46	CCAP 23 "Not Quest. Voir Dire"
Sworn Jurors	74	CCAP 23 "Sworn Jurors"
Trial Days	13	CCAP 23 "Trial Days"
Cancelled / Called Off	175	CCAP 30S or 30 "Cancelled/Called Off"

Measures	%	Goal
% Sent to Jury Selection (# sent to voir dire / # reporting for selection)	100.00%	(Measures => 90%)
% Selected as Jurors (# jurors sworn / # reporting for selection)	36.45%	(Measures => 30%)
% Used in Voir Dire (# questioned in voir dire / # sent to voir dire)	77.34%	(Measures => 90%)
% No Trial Start Days (# days jurors brought in for no trial / # of days jurors reported for selection)	0.00%	(Measures =< 10%)

Analysis: Being a smaller county where people know each other usually results in more jurors being excused during questioning, therefore our Judge likes to err on the side of caution, making sure enough jurors report to allow for a fair selection. In this section most all our numbers are above the goals for Wisconsin with the except of Used during Voir Dire where again three times the number of jurors are called to insure a fair selection. I still feel it is unreasonable to expect to use over 90% of your jurors in Voir Dire and still retain the integrity of fairness in the judicial system.

Basic Jury System Evaluation Report Template

ADAMS
2011

Section 5: Cost Effectiveness

1 & 2-Step Counties

Reports:

CCAP-20, 23 and local budget

Primary Analysis		Report/Location
Total Expenses	\$9,050.45 /	CCAP 20 "Total (\$)"
Trial Days	13 =	
Cost per Trial Day	\$696.19	(total expenses / # trial days = cost per trial day)

Secondary Analysis (optional)	
All Associated Costs ⁴	\$16,918.10 /
# of Questionnaires Sent	2216.00 = (all costs / total # questionnaires sent =
Administrative Cost/Juror	\$7.63 administrative cost per juror.)

4 Associated costs include the total expenses on Report 20, plus salaries, printing, postage and any other expenses related to the jury system.

Analysis: Due to the fact that our county has few jury trials, it remains that only 10% of the Deputy Civil Clerk's time is spent on setting up the jury system. Effective negotiating between counsel prior to Final Pre-Trials has reduce the amount of Jury Trials being summoned.

Wisconsin Circuit Court
Basic Jury System Evaluation Report Addendum

2011

Inclusiveness & Representativeness

ADAMS

Inclusiveness

	Census Year	Jury Year Master List	Inclusiveness
Total 18+ yrs	16699	15467	92.62% (Measures => 85%)

Absolute Disparity

	Census Year		Jury Year Master List		Absolute Disparity
Race	Number	%	Number	%	
Black/African-Amer	566	3.39%	77	0.50%	-2.892%
Amer Indian / Alaska Native	235	1.41%	54	0.35%	-1.058%
Asian/Pacific Islander	65	0.39%	35	0.23%	-0.163%
White / Caucasian	15357	91.96%	15156	97.99%	6.026%
Hispanic ¹	476	2.85%	145	0.94%	-1.913%
Other ²	0	0.00%	0	0.00%	0.000%
Unknown	0	0.00%	0	0.00%	0.000%
	16699		15467		

Comparative Disparity

	Census Year		Jury Year Master List		Comparative Disparity
Race	Number	%	Number	%	%
Black/African-Amer	566	3.39%	77	0.50%	-85.312%
Amer Indian / Alaska Native	235	1.41%	54	0.35%	-75.191%
Asian/Pacific Islander	65	0.39%	35	0.23%	-41.865%
White / Caucasian	15357	91.96%	15156	97.99%	6.552%
Hispanic ¹	476	2.85%	145	0.94%	-67.111%
Other ²	0	0.00%	0	0.00%	0.000%
Unknown	0	0.00%	0	0.00%	0.000%
	16699		15467		

Notes:

1 See Page 6 of Guide for discussion on counting Hispanic names

2 DOT does not provide a category that matches the US Census category of 'two or more races'.

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RESOLUTION 2012-07

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$14,800.00 REVENUE TO ACCOUNT NO. 100.10.48350-
PROPERTY SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120
TREASURER FEE; \$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER
OF DEEDS RECORDING FEES

WHEREAS: Eric M. Johnson has submitted a bid of \$15,000.00 for the parcel of
land described as follows: PARCEL 1: THE NORTH HALF OF THE WEST 332 FEET OF
THE NW1/4 NE1/4, SEC. 34, TWP. 15 N., RANGE 6E. OF THE 4TH PRINCIPAL MERIDIAN,
TOWN OF SPRINGVILLE, ADAMS COUNTY, WI. TAX No. 032-01606-0010
PARCEL 2: THE SOUTH HALF OF THE WEST 332 FEET OF THE NW1/4 NE1/4, SEC. 34, TWP.
15 N., RANGE 6E. OF THE 4TH PRINCIPAL MERIDIAN, TOWN OF SPRINGVILLE, ADAMS
COUNTY, WI. TAX No. 032-01606-0000 and

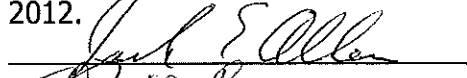
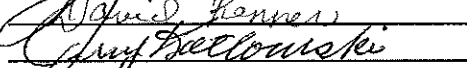
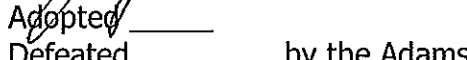
WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

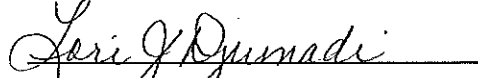
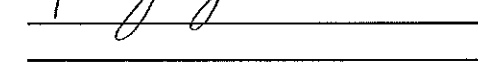

WHEREAS: Eric M. Johnson has submitted full payment of \$15,000.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Eric M. Johnson for the bid of \$15,000.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Eric M. Johnson a
Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 11th day of January,
2012.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 21st day of February, 2011.

County Board Chair

County Clerk

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County Clerk _____ County Board Chair _____

Chapter 4. Section 2, Page 20 change the heading to:

SECTION 2 – OVERTIME, COMPENSATORY TIME, On-call, Call-in, and Shift Differential

Add, A & B, to section 2.02,

2.02 Overtime. Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

- A. For non-law enforcement employees, Overtime is based on the Fair Labor Standards Act.
- B. Employees who meet the FLSA 207(k) exemption

Add the following to pages 21 - 22

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call employees will be paid 1-½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour. Employees required to be on-call during weekends and holidays will be paid \$1.75 per hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

2.09 Call-in Pay. If an employee is called-in and physically reports to work at other than their normal time, the employee will receive a minimum of two-hours of pay for such work or pay for the actual time worked, whichever is greater. The two-hour minimum will be calculated as hours worked for the pay period. For the purposes of calculating call in pay, the two-hour minimum will not be stacked if called back within the same two-hour period.

2.10 Shift Differential. If an employee (dispatch/jailers jail only) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour.

Change numbering:

2.11 Reimbursement for Travel Time. Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

Chapter 6, Page 27, change and/or modify:

SECTION 1 - VACATION

1.01 This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.

After one full year of employment every full-time employee must use at least five consecutive vacation days each year. An exception may be made by the department head. ~~Inadequate vacation banks would be exempt from this provision.~~

- Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

Full-time employees working 75 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	75 Hours	2.885 hrs
7-12	112.5 Hours	4.327 hrs
13-19	150 Hours	5.769 hrs
20+	187.5 Hours	7.212 hrs

Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs

20+	200 Hours	7.693 hrs
-----	-----------	-----------

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	84 hours	3.231
7-12	126 hours	4.856- .847
13-19	168 hours	6.462
20+	210 hours	8.087 .077

Chapter 6, Page 28, strike:

SECTION 2 - HOLIDAYS AND ~~FLOATING HOLIDAYS~~ PERSONAL DAYS

2.01 Holidays. Each regular full- time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day
- G. Day after Thanksgiving
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. ~~Any other holiday granted to a union employee by union collective bargaining agreement.~~

Chapter 6, Page 28,

2.03 Personal Day. In addition to the holidays listed above, one (1) personal day shall be granted to all employees upon hire. A second (2) personal day shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. Personal day(s) shall be used during the calendar year in which they are earned or ~~it~~ they shall be considered waived by the employee. There is no cash payout for the ~~floating holiday~~ personal day upon termination.

In lieu of the day after Thanksgiving, those employees assigned to dispatch/~~jailers-jail~~ shall recognize Easter Sunday as a holiday.

The sheriff's department shall calculate holiday pay occurring on the actual date of the legal holiday.

2.04 Work on Holiday.

A. For those departments that are required to schedule employees on the above-mentioned holidays, an employee who is scheduled to work shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.

B. For those employees ~~that~~ who are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

Chapter 3, Page 11,

~~1.03 Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement~~

Chapter 4, Page 23,

4.01 Pay Schedule. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.

Chapter 6, Page 28,

3.04 Eligibility.

Sick leave benefits shall begin with the first (1st) day of qualifying absence. Sick leave shall be used minimum of one-quarter (¼) hour increments of work missed.

Chapter 6, Page 27,

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. The Department Head as deemed necessary may limit the number of employees on scheduled time off, including denying vacation and or personal days. Vacation may not be taken without prior approval of the Department Head or their designee.

Chapter 6, Page 36

SECTION 10 - CATASTROPHIC LEAVE

10.02 Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per eligibility. Receiving employees should have a proven history of conservative usage of the County's sick leave benefit. The standard of measurement for eligibility will be retention of 40% of total accrued sick leave at the time of the qualifying event. {vested} Employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

Chapter 8, Page 53

CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

Add:

Section 20 - PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT

1.01 Your department per the safety policy (4.07) will be responsible for issuance of standard PPE as required by job classification and OSHA. The standard issue will be through a vender that will provide quality, uniformity, and cost effectiveness. The County will not pay for upgraded or personalized PPE requested by an employee.

1.02 The County will pay for replacement of PPE due to normal wear and tear or damaged equipment while performing their normal job duties. Must be report it to the department head as soon as possible. The item that is being replaced shall be exchanged. The employee will be held responsible for the replacement of PPE when it is lost or the employee shows up to work without the required PPE to perform the job.

1.03 Any employee intentionally damaging PPE will be dealt with according to the disciplinary procedures.

Section 21 - TOOLS AND TOOL REPLACEMENT PROCEDURES

1.01 Tool Issue. Department Heads will authorize or reject tool order request(s) based on job classification. The Department Head will utilize a vender that provides quality, uniformity, and cost effectiveness.

1.02 Inventory. Each employee will provide a list of tools to their Department Head. This list will be kept on file the respective department and may be subject to verification by the Department Head. Lists of tools shall be reviewed and updated the first week of January each year or more often if deemed necessary by the Department Head.

2.01- Tool Replacement: Replacements for broken or worn-out tools or equipment will be handled by your Department Head. All tools must be turned in prior to replacement.

Renumber: sections on page 53-55 accordingly

Chapter 11, Page 78, add and/or modify:

4.07 Responsibilities of Supervisors and Department Heads. Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Monitor work conditions, practices and methods to prevent safety violations.
- Correct as needed and instruct employees concerning safety laws, rules, regulations and practices.
- Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).
- Exceptions to the rule as defined by the OSHA Standard include, but are not limited to:
 - Safety footwear
 - Logging boots
 - *Job Specific uniforms*
 - Ordinary weather-related gear
 - Prescriptive safety glasses

**RESOLUTION TO APPROVE APPLICATION FOR WISCONSIN DEPARTMENT OF
NATURAL RESOURCES ((WDNR) AQUATIC INVASIVE SPECIES GRANT**

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator/Director of Finance to act on behalf of Adams County to apply for \$97,000 from the WDNR Aquatic Invasive Species Grant Program for the purpose of funding a staff person and operations to provide educational and technical assistance for prevention and control of aquatic invasive species for 2013 and 2014.

FISCAL NOTE: Total cost for 2 years of salary/benefits and operations is \$154,000. The WDNR Aquatic Invasive Species Grant requires grantee contribution; therefore Adams County will provide \$28,000 in 2013 and \$29,200 in 2014 for salary/benefits.

WHEREAS: Adams County lakes are an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS: The protection of lake watersheds and the reasonable lake use activities are paramount in the protection of water quality and the natural ecosystems of the lakes; and

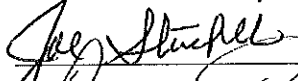
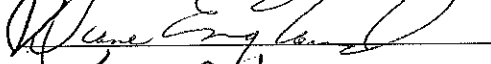
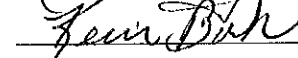
WHEREAS: Adams County Land & Water Conservation Department will use the funding to employ an Aquatic Invasive Species Coordinator to provide educational and technical assistance for prevention and control of aquatic invasive species; and

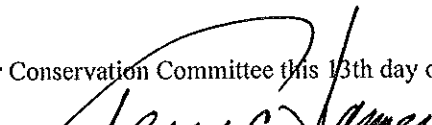
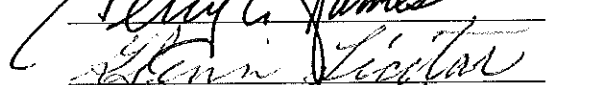
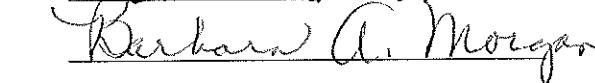
WHEREAS: Adams County Land & Water Conservation Department has the qualifications to perform the responsibilities and is currently assisting lake organizations and communities with Aquatic Invasive Species prevention and control efforts.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves and authorizes the Administrative Coordinator/Director of Finance to submit an application to the Wisconsin Department of Natural Resources under the "Aquatic Invasive Species Grant Program" for financial aid in the amount of \$97,000 for the purpose of funding a staff person and operations to provide educational and technical assistance for prevention and control of aquatic invasive species; and

BE IT FURTHER RESOLVED: That Adams County shall provide \$28,000 for 2013 and \$29,200 for 2014 toward salary and benefits and shall comply with the State rules for the program and will meet the financial obligations under the grant by providing a contribution of 37% of total costs.

Recommended for adoption by Land and Water Conservation Committee this 13th day of February 2012.

Adopted _____
Defeated _____
Tabled _____

by the Adams County Board of Supervisors this
21st day of February 2012.

County Board Chair

County Clerk

RESOLUTION NO. 2012-10

**RESOLUTION AUTHORIZING ADAMS COUNTY HEALTH AND HUMAN SERVICES
TO INCREASE PART TIME POSITION TO FULL TIME POSITION**

INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To authorize the Department of Health and Human Services of Adams County to increase the part time Economic Support position to a full time position.

FISCAL NOTE: Added cost to the 2012 Budget will be \$15,752. Applying Federal match (50%) through the Income Maintenance Grant, will have total tax levy increase of **\$7,876.05.**

WHEREAS: The Federal Food and Nutrition Service (FNS) required that the Enrollment Services Center (ESC) be closed and ordered all Food Share and BadgerCare Core cases be returned to the county of residence; and

WHEREAS: The number of cases being returned to Adams County is approximately 543, which has added significant workload issues; and

WHEREAS: Adams County is a member of the Capital Consortium for Income Maintenance service delivery, and is responsible for its local caseload, while following the staffing design agreed to by Consortium partners; and

WHEREAS: Counties are mandated to provide 35 hours of on-site/"lobby" service, which is a significant job function of this position; and

WHEREAS: Counties are subject to financial sanctions if Federal performance indicators are not met.

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors that the Department of Health and Human Services of Adams County is authorized and approved to increase an Economic Support position from part time to full time; and

BE IT FURTHER RESOLVED that the Adams County will comply with State and Federal rules for the program and will meet the program requirements identified through the Consortium and the Food and Nutrition guidelines
Recommended for adoption this 21st day of February, 2012

Recommended for adoption this 21st day of February, 2012.

David Penner

Adopted _____ by the Adams County Board of Supervisors
 Defeated _____ this _____ day of _____, 2012.
 Tabled _____

County Board Chair

County Clerk

**RESOLUTION TO AUTHORIZE
ADAMS COUNTY HEALTH AND HUMAN SERVICES TO RECLASSIFY A POSITION**

INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To authorize the Department of Health and Human Services of Adams County to reclassify a current Clerk/Receptionist position to a Clinic Coordinator/Receptionist

FISCAL NOTE: Added cost to the 2012 departmental budget is subject to the review of the Job description Questionnaire (JDQ). Initial forecast of the increase is \$1,000-\$2,000 annually.

WHEREAS: The Clinic Coordinator/Receptionist provides a vital role as the first contact between the Clinic and the vulnerable population in need of service and guidance. The current job description for Clerk/Receptionist does not accurately reflect the demands of the position; and

WHEREAS: The clinic serves 1125 clients on an annual basis (2011 statistics) and is dependent on efficient coordination between reception and clinic staff; and

WHEREAS: The department is committed to increasing efficiencies in work flow in order to minimize missed appointments, loss of counselor time spent on correcting errors, oversights in processing that affect practice and most importantly revenue; and

WHEREAS: Increased number of kept appointments and anticipated efficiencies will cover the cost of the increase in rate of pay for the position.

NOW THEREFORE, BE IT RESOLVED: by the Adams County Board of Supervisors to authorize and approve the Department of Health and Human Services of Adams County to reclassify a Clerk/Receptionist position to a Clinic Coordinator/Receptionist position.

Recommended for adoption this 21st day of February, 2012.

David Penner _____

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2012.

County Board Chair

County Clerk

RESOLUTION 2012 - 12

**RESOLUTION TO AUTHORIZE
ADAMS COUNTY CLERK OF CIRCUIT COURT TO RECLASSIFY A POSITION**

INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To authorize the Clerk of Circuit Court for Adams County to reclassify a current Collections Specialist position to a Deputy Clerk of Court position.

FISCAL NOTE: Added cost to the 2012 departmental budget is subject to the review of the Job description Questionnaire (JDQ). Initial forecast of the increase is \$1,500-\$2,000 annually.

WHEREAS: The Collections Specialist job description is restrictive to certain activities and limits authority to perform certain duties; and

WHEREAS: The reclassification would allow for a smoother operation of the office, cross-training of all staff, flexibility in assigning job duties and full coverage during staff vacations or sick days by having all job descriptions alike; and

WHEREAS: This reclassification is not intended to and does not increase staff. It only expands the authority to allow for all activities required of a deputy.

NOW THEREFORE, BE IT RESOLVED: by the Adams County Board of Supervisors to authorize and approve the Clerk of Circuit Court for Adams County to reclassify a Collections Specialist position to a Deputy Clerk of Court position.

Recommended for adoption this 21st day of February, 2012.

al Lebošticani

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ day of _____, 2012.

County Board Chair

County Clerk

Resolution No. 13-2012

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$5,580,000
GENERAL OBLIGATION REFUNDING BONDS

WHEREAS, Adams County, Wisconsin (the "County") is in need of approximately \$5,580,000 for the public purpose of refunding obligations of the County, including interest on them, specifically, all or a portion of the General Obligation Refunding Bonds, dated March 1, 2004, and the General Obligation Refunding Bonds, dated July 1, 2005; and

WHEREAS, it is desirable to authorize the issuance of general obligation refunding bonds for such purpose pursuant to Section 67.04 of the Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Adams County, Wisconsin, that:

1. The County shall borrow approximately \$5,580,000 by issuing its general obligation refunding bonds (the "Bonds") for the public purpose of refunding obligations of the County, including interest on them.
2. The County Board hereby authorizes and directs the officers of the County to take all actions necessary to negotiate the sale of the Bonds. At a subsequent meeting, the County Board shall take further action to approve the details of the Bonds and authorize the sale of the Bonds.
3. The County Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers & Associates, Inc. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded February 21, 2012

Al Sebastiani
Chairperson

ATTEST:

(SEAL)

Cindy Phillippi
County Clerk

ORDINANCE 2012 - 01
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A, 2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was adopted by the town board of the Town of Colburn on December 7, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On December 14, 2011, Phil McLaughlin, Adams County Zoning Administrator, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone parcels that were zoned based on incorrect acreage calculations, parcels that were not zoned according to the existing use and additional parcels as appropriate. This is to take proactive corrective action with regard to the zoning of parcels on the newly adopted Zoning Map for the Town of Colburn, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on February 1, 2012, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning changes and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,


The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 17A, 2010, and the corresponding zoning maps are hereby amended to reflect the zoning changes listed and attached to this ordinance.


Property located in the Town of Colburn, Adams County, Wisconsin.

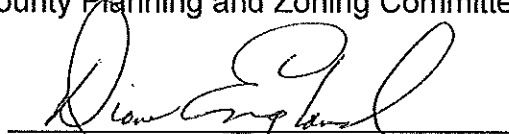
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of February, 2012.

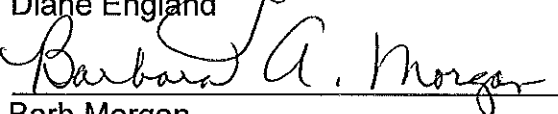
Recommended for enactment by the Adams County Planning and Zoning Committee on this 1st day of February, 2012.

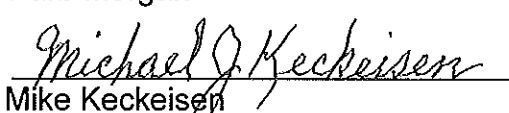

Joe Stuchlak, Chair


Glenn Licitar, Vice-Chair


Terry James, Secretary


Diane England


Barb Morgan


Mike Keckeisen

Randy Theisen

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of February, 2012

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk

Colburn Zoning Corrections by Section
complete list of changes from zoning based on calculated acreage to zoning based on tax acreage

Parcel Number	Zoning (tax ac)	Old Zoning (calculated ac)	Section
006000120010	A-3	R-2	1
006000250000	R-1 (LL)	R-1	2
006000300000	A-3	R-1 (LL)	2
006000710010	R-1	R-1 (LL)	4
006000850000	R-2	A-3	5
006006830309	R-2	A-3	6
006006830310	R-2	A-3	6
006006750000	R-2	A-3	7
006006740000	R-2	A-3	7
006006780000	R-2	A-3	7
006006760000	R-2	R-1 (LL)	7
006006830000	R-1	R-1 (LL)	7
006006770000	R-2	R-1 (LL)	7
006006790000	R-2	A-3	7
006006800000	R-2	A-3	7
006001310000	A-3	R-2	7
006001350000	A-3	R-2	7
006001340000	A-3	R-2	7
006001640020	A-3	R-1 (LL)	8
006007590000	R-2	R-1 (LL)	8
006001640015	R-2	R-1 (LL)	8
006001640045	A-3	R-1 (LL)	8
006001640040	A-3	R-1 (LL)	8
006007580000	R-2	R-1 (LL)	8
006003240500	R-2	A-3	17
006003610035	A-3	R-2	20
006003970000	A-1 (15)	A-3	22
006004240015	A-3	R-2	23
006004470000	A-3	R-2	24
006004440000	A-3	R-2	24
006006200010	A-3	R-2	34
006006160000	A-1 (15)	A-1	34
006006200020	A-3	R-2	34

✓ 6-25 to PSP
(Cemetery)

✓ 6-270
272 to Industrial
275 (to match)
(Camp place)

✓ 6-248 to PSP
(Town hall)

✓ 6-144-20 to B1
James Grant
6 Acres (all)

✓ 6-629-10 to B1
Trans m Shop
Business area
only
(3 acres - see map)

6-333 from A1
to A115 (40 Acres)
17 acres to be sold
to only owner of
6-337

6-615 Burrows 38.35 acres A1 to A1-15
6-333 Mattox 40 acres A1 to A1-15



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING AND ZONING COMMITTEE
February 1, 2012 – Room A260 -Courthouse
Friendship, WI 53934 – 9:30 A.M.

Public Hearing for Amendments to the Zoning Map for the Town of Colburn – Zoning change on the following Parcels that were zoned based on incorrect acreage calculations, Parcels that were not zoned according to the existing use. Additional parcels as appropriate. **Note: Colburn adopted County Zoning on December 7, 2011. This hearing is to take proactive corrective action with regard to the zoning of parcels on the newly adopted Zoning Map for the Town of Colburn.**

Disposition: Terry James made a motion to recommend enactment of the zoning changes to the Town of Colburn map to the County Board for final action. Glenn Licitar seconded the motion. Roll Call Vote: 7 - Yes. Motion carried.

Ad Hoc Rules Committee Minutes
1:00 p.m., A160, November 9, 2011

Meeting was called to order by Chairman, Allen at 1:05 p.m. Present were, Allen, Miller, Stuchlak and Ward. Excused, West. Also present was Phillippi, Kaye and Larson.

The meeting was properly noticed. Motioned by Stucklak/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned made by Ward/Miller to approve July 21, 2011 minutes. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Ward to take no action on comments from McLaughlin's recommendations. Motion carried by unanimous voice vote.

Reviewed and discussed Diane England's questions/comments.

Page 71, 22.01; all grants that require adding new positions to County payroll or are in excess of 20,000 shall require County Board Action.

3.02-line 9, add "at the end of each quarter".

Miller excused at 2:25 p.m.

Motioned by Ward/Stuchlak to approve changes. Motion carried by unanimous voice vote.

Motioned by Ward/Stuchlak to adjourn at 3:45 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not yet been approved

Ad Hoc Transition Committee Meeting Minutes
December 8, 2011, 1:00 p.m. Room A231

The meeting was called to order by Chairman Miller at 1:00 p.m.
The meeting was properly noticed.

Present: Miller, Croke, Stuchlak, Cohen and Johnson. Excused: West and Sumpter. Also present: Fahrenkrug, Beekman, Johnson, Larson, and Pare.

Ward was present at 1:05 p.m.

Motioned by Stuchlak/Croke to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Stuchlak/Croke to approve October 27, 2011 minutes. Motion carried by unanimous voice vote.

Bays present.

Kay was present at 1:20 p.m.

Discussion to keep composition of the Safety Committee as follows: 2 supervisors, 2 employees and 1 citizen.

Motioned by Ward/Croke to send Ethics Ordinance to the County Board. Motion carried by unanimous voice vote.

Motioned by Croke/Ward to amend resolution to create a Safety Committee as stated (page 77 of policy). Motion carried by unanimous voice vote.

Veteran's in-service day surveys, per Stuchlak, indicated communication as the biggest issue. No signature shows lack of accountability by employees. Ward: There's no communication. No one wants to step up to the plate to confront the issue. People who give or provide communication are afraid of repercussions, they won't sign, and email is a big problem.

Johnson said they voiced what they thought, very interesting to read, but wants to see their signature and rest of the facts, the whole story. Ward is right, their repercussions are horrible.

Albert was present

Ward discussed email as a problem - no one communicates by phone anymore.
Albert gone, back, gone (in and out).

Borowski - draft Administrative/Employee Handbook.

Expire collective bargaining.

- Base wages – only bargaining item. The rest are prohibited subjects going forward. Uniform standards for management, (uniform set of rules equally).
- Rules specific to departments – level for example.
- Business Model Handbook identifies daily expectation.
- Red, yellow, and blue are the colors used to identify areas in current policy, these are being looked at.

For Example:

- Pages 10 – 12: FMLA attachments, equal opportunity/violence, harassment – discharge.
- State/Federal law standards – more discretion; not a rule for everything.

- Benefits – separate from manual book is recommended.
- Orientation – at will from day 1, no 60 day probation.
- Post Employment Benefits. Vested days you have now are yours. Retirement is earned and vested or fixed.
- Send harassment complaints to Corporation Counsel.
- Check scope to accommodate domestic partnership.

Albert gone at 1:06 p.m.

Kotlowski present at 2:15 p.m.

- Sick leave is vested until changed.
- Standardize vacation schedule.
- Once you earned, it's yours.

Benefits were discussed related to the two units in the Sheriff's Department – Kaye to change.

- Only Sheriff's Deputies who continue to bargain. The rest are subject to policy.
- Miller gave the example – 200 hours January 1 vacation schedule. Some get 216 and 204, this needs to be looked at.
- The union bargained to reduce wages, etc. Should not be cutting them back. Miller explained the Sheriff is not on accrual. There are shift differential questions. There is variety of staff – law has different schedules.

Ward asked how many counties have vacation and sick leave for salaried employees. Kaye stated realistically leave might be 25 hours. Salaried employees are expected to work at least 40 hours a week. Time cards trace their time. Normal hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Ward indicated people need to adjust, we aren't bargaining.

Highway stated Monday through Sunday time cards are turned in. Bays has concerns on the work week and 2012 requisition dates.

Bays said ASC testing costs extra money and had concerns on the 25¢ an hour adjustment for completion of certifications.

Marcia Kaye said Planning & Zoning has the same issue with certifications.

Pare questioned where do we go from here?

- Are you taking some language out of union contracts and including in policy?
- Stuchlak said Kotlowski sets the schedule. It's discretionary – the union is dissolved.
- Write the actual hours on time cards.

Trena asked about elected officials that aren't handled the same. Stuchlak stated 92 hours a year for 1st time salaried with vacation.

- Standardization theme management.

Bays: Informed the committee of their past practice was to calculate in ½ hour increments, not ¼ hour increments. She had concerns regarding a new employee at 85% class 2, 6 months probation; full wage and 60 days probation moving forward in 2012. In addition to the work week beginning and ending Monday – Sunday week, Sunday – Saturday is the County's policy?

Borowski response: Adjust accounting issues to meet the Standards as set in policy, and follows Fair Labor Standards Act.

Albert present at 3:04 p.m. and informed everyone that all subjects, other than wages, are discretionary and prohibited from negotiation.

Ward was excused at 3:07 p.m.

Kaye – Solid Waste employees – Security, confidentially.

WPPA – 414 January, 2012 wage hours to be deleted.

January 1, 2012 total base wages –

Next meeting date: January 19, 2012 – set time 1:00 p.m.

Motioned by Croke/Stuchlak to adjourn at 3:19 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi
Recording Secretary

S:\Transistion Committee\Transition Committee Minutes\Transition Committee Minutes December 8, 2011.Docx

Ad Hoc Transition Committee Minutes
January 19, 2012, 1:00 p.m., Room A231

The meeting was call to order at 1:05 p.m. by Chairman, Miller. Present, Croke, West, Stuchlak, Johnson, and Sumpter. Excused: Ward and Cohen. Also present: Phillippi, Diemert, Price, Rhinehart, Beckman, Wollin, Kotlowski, Bays, Cada, Jones, Larson, Grosshuesch, Guerin, Mickelson, and Reynolds.

Motioned by Sumpter/Croke to approve the agenda. Motion carried by unanimous voice vote. Motioned by Stuchlak/West to approve the minutes from Dec 8, 2011. Motion carried by unanimous voice vote.

Discussion took place regarding post January 1, 2012 employee benefits/policies in light of budget repair bill. The committee will review the sample conversion of the Administrative Policy Manual into employee handbook and discuss at their next meeting. Stuchlak would like the employee handbook to be smaller.

Discussion took place on changes to the policy manual adopted November 2011.

Chapter 4. Section 2.

Change Title to Overtime, and Compensatory Time, On-call, Call-in, and Shift Differential

2.02 Overtime.

A. For non-law enforcement employees, Overtimes based on the Fair Labor Standards Act.

B. Employees who meet the FLSA 207(k) exemption. ~~overtime is defined~~

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call employees will be paid 1-½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour. Employees required to be on-call during weekends and holidays will be paid \$1.75 per hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

2.09 Call-in Pay. If an employee is called-in and physically reports to work at other than their normal time, the employee will receive a minimum of two-hours of pay for such work or pay for the actual time worked, whichever is greater. The two-hour minimum will be calculated as hours worked for the pay period. ~~Overtime pay will apply if the employee has worked more than 40 hours in the week.~~ For the purposes of calculating call in pay, the two-hour minimum will not be stacked if called back within the same two-hour period.

2.10 Shift Differential. If an employee (dispatch/jail only) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour.

Chapter 6. Section 1. VACATION

Change 1.01 ~~This~~These vacation schedules apply to all employees except those covered by a separate Collective Bargaining Agreement.

Amend bullet point “~~Every employee must use one consecutive block of 40 hours.~~” Every full-time employee must use at least five consecutive vacation days each year. An exception may be made by the department head.

Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:

Full-time employees working 75 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	75 Hours	2.885 hrs
7-12	112.5 Hours	4.327 hrs
13-19	150 Hours	5.769 hrs
20+	187.5 Hours	7.212 hrs

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	84 hours	3.231
7-12	126 hours	4.856
13-19	168 hours	6.462
20+	210 hours	8.087

Chapter 6. Section 2 – Holidays and ~~Floating Holidays~~ Personal Days

Remove: “~~Except Highway Department employees~~” in 2.01 G.

2.03 ~~Floating Holiday~~ Personal Day. In addition to holidays, one (1) ~~floating holiday~~ personal day shall be granted to all employees upon hire. ~~An additional floating holiday~~ A second (2) personal day shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. ~~The floating holiday~~ Personal day(s) must shall be used during the calendar year in which it is they are earned or it they shall be considered waived by the employee. There is no cash payout for the ~~floating holiday~~ personal day upon termination.

In lieu of the day after Thanksgiving, those employees assigned to dispatch/jail shall recognize Easter Sunday as a holiday.

The sheriff's department shall calculate holiday pay occurring on the actual date of the legal holiday.

2.04 Work on Holiday.

A. For those departments that are required to schedule employees on the above-mentioned holidays, an employee who is scheduled to work shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.

B. For those employees ~~that~~ who are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

Motioned by Sumpter/Croke to approve the above sections of the Administrative Policy Manual.
Motion carried by unanimous voice vote.

A proposed draft resolution for the amendments to the policy for the February 2, meeting with language to include retro back to January 1, 2012.

Croke excused at 3:11 p.m.

Set next meeting date, Feb 2, 2012 at 1:00 p.m.

Motioned by West/Stuchlak to adjourn at 3:15 p.m. Motion carried by unanimous voice vote.

A handwritten signature in cursive script, appearing to read "Cindy Phillippi".

Cindy Phillippi
Recording Secretary

Ad Hoc Transition Committee Minutes
February 2, 2012, 1:00 p.m.

The meeting was call to order at 1:05 p.m. by Chairman, Miller. Present, West, Stuchlak, Ward, Johnson, and Cohen. Excused: Croke and Sumpter. Also present: Phillippi, Diemert, Wollin, Kotlowski, Bays, Cada, Jones, Larson, Kaye, Helgeson and Keckeisen.

Motioned by Stuchlak/West to approve the agenda. Motion carried by unanimous voice vote.
Motioned by West/Stuchlak to approve the minutes from January 19, 2011, with the following changes: strike "~~overtime is defined~~", "~~floating holiday~~" insert, "personal day", strike, "~~Jailers~~", and insert jail. Motion carried by unanimous voice vote with amendments.

Stuchlak would like to have a county wide survey similar to the one Extension sponsored. Recommends a random survey that be sent out to 2000 people.
Motioned by West/Johnson to contact Extension in regard to a county wide survey related to services provided. Motion carried by unanimous voice vote.

Johnson would like to know the cost of such a survey prior to actually producing one.

Discussion on recommended changes to the policy manual adopted November 2011 took place.
Discussion related to post January 1, 2012 employee benefits/policies in light of budget repair bill took place.
Discussion regarding conversion of Administrative Policy Manual into Employee Handbook took place.
Stuchlak would like to see if it could be smaller than the first initial draft.

The following items were discussed and proposed modifications to the administrative manual adopted November 2011, items in red identify changes made during the meeting.

Chapter 4. Section 2, Page 20 change the heading to:

SECTION 2 - OVERTIME, COMPENSATORY TIME, On-call, Call-in, and Shift Differential

Add, A & B, to section 2.02,

2.02 Overtime. Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

- A. For non-law enforcement employees, Overtime is based on the Fair Labor Standards Act.
- B. Employees who meet the FLSA 207(k) exemption

Add the following to pages 21 - 22

2.08 On-Call Pay: On-call is defined as the availability of a non-exempt staff person to respond to a pager or designated cell phone request according to a pre-established schedule; and to perform required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-call employees will be paid 1½ times their rate of pay for hours worked beyond their 40-hour workweek. Employees who are required to respond to after-hours calls during the week will be paid \$1.25 per hour. Employees required to be on-call during weekends and holidays will be paid \$1.75 per hour. This benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.

2.09 Call-in Pay. If an employee is called-in and physically reports to work at other than their normal time, the employee will receive a minimum of two-hours of pay for such work or pay for the actual time worked, whichever is greater. The two-hour minimum will be calculated as hours worked for the pay period. For the purposes of calculating call in pay, the two-hour minimum will not be stacked if called back within the same two-hour period.

2.10 Shift Differential. If an employee (dispatch/jailers jail only) works a regular shift between the hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents (\$.20) per hour.

Change numbering:

2.11 Reimbursement for Travel Time. Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

Chapter 6, Page 27, change and/or modify:

SECTION 1 - VACATION

1.01 This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.

After one full year of employment every full-time employee must use at least five consecutive vacation days each year. An exception may be made by the department head. ~~Inadequate vacation banks would be exempt from this provision.~~

- Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

Full-time employees working 75 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	75 Hours	2.885 hrs
7-12	112.5 Hours	4.327 hrs
13-19	150 Hours	5.769 hrs
20+	187.5 Hours	7.212 hrs

Full-time employees working 80 hours per two-week pay period shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

Full-time employees working 12 hours shift schedules shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	84 hours	3.231
7-12	126 hours	4.856 .847
13-19	168 hours	6.462
20+	210 hours	8.087 .077

Chapter 6, Page 28, strike:

SECTION 2 - HOLIDAYS AND PERSONAL DAYS

2.01 Holidays. Each regular full- time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day
- G. Day after Thanksgiving
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. ~~Any other holiday granted to a union employee by union collective bargaining agreement.~~

Chapter 6, Page 28,

2.03 Personal Day. In addition to the holidays listed above, one (1) personal day shall be granted to all employees upon hire. A second (2) personal day shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. Personal day(s) shall be used during the calendar year in which they are earned or they shall be considered waived by the employee. There is no cash payout for the ~~floating holiday~~ personal day upon termination.

In lieu of the day after Thanksgiving, those employees assigned to dispatch/~~jailers-jail~~ shall recognize Easter Sunday as a holiday.

The sheriff's department shall calculate holiday pay occurring on the actual date of the legal holiday.

2.04 Work on Holiday.

- A. For those departments that are required to schedule employees on the above-mentioned holidays, an employee who is scheduled to work shall be paid 1½ times their rate of pay for hours worked in addition to the standard holiday pay.
- B. For those employees ~~that~~ who are called into work on a holiday, any hours worked on the holiday shall be paid at double time in addition to the standard holiday pay.

Chapter 3, Page 11,

~~1.03 Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement~~

Chapter 4, Page 23,

4.01 Pay Schedule. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday.

Chapter 6, Page 28,

3.04 Eligibility.

Sick leave benefits shall begin with the first (1st) day of qualifying absence. Sick leave shall be used minimum of one-quarter (¼) hour increments of work missed.

Chapter 6, Page 27,

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. The Department Head as deemed necessary may limit the number of employees on scheduled time off, including denying vacation and or personal days. Vacation may not be taken without prior approval of the Department Head or their designee.

Chapter 6, Page 36

SECTION 10 - CATASTROPHIC LEAVE

10.02 Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per eligibility. Receiving employees should have a proven history of conservative usage of the County's sick leave benefit. The standard of measurement for eligibility will be retention of 40% of total accrued sick leave at the time of the qualifying event. ~~(vested)~~ Employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

Chapter 8, Page 53

CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

Add:

Section 20 - PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT

1.01 Your department per the safety policy (4.07) will be responsible for issuance of standard PPE as required by job classification and OSHA. The standard issue will be through a vender that will provide quality, uniformity, and cost effectiveness. The County will not pay for upgraded or personalized PPE requested by an employee.

1.02 The County will pay for replacement of PPE due to normal wear and tear or damaged equipment while performing their normal job duties. Must be report it to the department head as soon as possible. The item that is being replaced shall be exchanged. The employee will be held responsible for the replacement of PPE when it is lost or the employee shows up to work without the required PPE to perform the job.

1.03 Any employee intentionally damaging PPE will be dealt with according to the disciplinary procedures.

Section 21 - TOOLS AND TOOL REPLACEMENT PROCEDURES

1.01 Tool Issue. Department Heads will authorize or reject tool order request(s) based on job classification. The Department Head will utilize a vender that provides quality, uniformity, and cost effectiveness.

1.02 Inventory. Each employee will provide a list of tools to their Department Head. This list will be kept on file the respective department and may be subject to verification by the Department Head. Lists of tools shall be reviewed and updated the first week of January each year or more often if deemed necessary by the Department Head.

2.01- Tool Replacement: Replacements for broken or worn-out tools or equipment will be handled by your Department Head. All tools must be turned in prior to replacement.

Renumber: sections on page 53-55 accordingly

Chapter 11, Page 78, add and/or modify:

4.07 Responsibilities of Supervisors And Department Heads. Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Monitor work conditions, practices and methods to prevent safety violations.
- Correct as needed and instruct employees concerning safety laws, rules, regulations and practices.
- Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).
- Exceptions to the rule as defined by the OSHA Standard include, but are not limited to:
 - Safety footwear
 - Logging boots
 - Job Specific uniforms
 - Ordinary weather-related gear
 - Prescriptive safety glasses

EXCUSED: West excused at 2:30 p.m.

Motioned by Johnson/Miller to forward resolution and attachment with proposed changes to Administrative Policy adopted November 2011. Motion carried by roll call vote, 5 yes. Voting yes, Miller, Johnson, Cohen, Ward and Stuchlak.

EXCUSED: Johnson excused at 3:05 p.m.

Safety Committee appointment recommendation on next agenda.

Set next meeting date of February 15, 2012, at 1:00 p.m.

Motioned by Ward/Stuchlak to adjourn at 3:20 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

October 11, 2011, 1:00 p.m., Room A160

The meeting was called to order by Chairman West at 1:05 p.m. The meeting was properly noticed.
Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, and Church.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Ward/Renner to approve prior meeting minutes of September 7, 8, 9, 12, 16 and 23, 2011.
Motion carried by unanimous voice vote.

Public Participation: Mr. Church, Chairman for the Campaign for Liberty, asking for a decrease of 3% in county's tax levy. Unemployment rates for June

	2009	2010	2011
	9.8%	9.9%	10.2%

Our tax rates are high. (Other Counties are more attractive, we are less attractive). A 3% decrease appears to be a reasonable request. Ward asked, what where services we should cut? Should we not plow roads? Should we cut road officers? Services were the least amount of people benefit? If we should be stricter and reduce wages, Ward questioned what the amounts would be. Public Safety, Highway or Health and Human Services are the largest expenses. You have not expressed specific cuts. Sebastiani, you tell us where we can cut and what. What is your opinion? Church is not prepared to do that.

Kotlowski/Sebastiani to deviate to number 14 on agenda, discuss and/or act on 2 vehicles received by a 2010 grant. Motion carried by unanimous voice vote.

Price applied the 5310 grant money from the Department of Transportation for a bus. Long Term Support clients use the bus, 20% of the cost is the county's responsible. December 2009 application was submitted, this spring in March 2010, it was just accepted. Gemini refund reimbursement \$82,000 part of which to pay for buses in addition to the Henning estate meals on wheels money.

Currently there is a large bus, small bus and a minivan.

\$130,000 approximately 20% \$10,000 large bus

\$9,000 small bus

\$7,000 mini van

6% from Henning estate, fund reserve. \$20,000 to pay off vehicles. \$126,894 for all 3 vehicles?

19,465 20% minus the 6,000 from the estate money.

+6,000

\$25,465

Motioned by Renner/Ward to take \$19,465 from fund balance to purchase vehicles. Motion carried by unanimous voice vote.

Deviated back to number 8, Administrative Coordinator/Director of Finance report. Larson reported that the budget has been the primary focus, completing changes, updating, and working on the roll up. The training agreement for Liz expired with her firm. Larson attended a Levy Analysis Update, and Levy Calculation WorkShop. She'd been working on cash reconciliation from August, the beginning of September and attended a WCA annual conference, and lean Government seminar. Schenck performs the single audit but they reviewed their documents. The Administrator Coordinator/Director of Finance review and approve prior to auditors submitting. She will be attending the Towns Association meeting on Friday and scheduling a quarterly municipal officials meeting. They will be attending a Skyward session training for 1½ day, the cost is 150.00 to attend, there will be 2 staff attending. The budget book is being assembled and Larson would like county board Supervisors input. October 28 is the publication deadline.

Barnes present at 1:34 p.m.

Oct 11, 2011 pg 1 of 3

Larson will be on vacation October 26-31, 2011. Larson will begin cross training on insurance renewals with Bays. She will be attending ICS 100, 200, Emergency Management classes. 355 union negotiations will be beginning.

General fund/continuing funds available.

Yearend audit \$735,000 for the building project

\$3,756,181 general fund 01/01/2011

\$8,065,307 continuing fund 01/01/2011

\$1,267,614 sales tax minus (735,000)

Motioned by Kotlowski/Sebastiani to approve check register. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to deviate to number 12 on agenda to discuss and/or act on Child Support 2012 budget. Motion carried by unanimous voice vote.

Barnes reported that there will be a 6 month contract for the call center. Quarterly billing will line up with their revenues. They have decreased the secretary position by 1/2 the cost.

\$6,500 call center new account will be 100.08.51330.316

100.08 \$138,925 110

\$ 10,666 210

\$ 10,419 211

\$ 52,361 214 New Figures

Grand total revenues to equal \$326,788.

They will be receiving information next week on General Purpose Revenue.

The \$1600 generated in revenue from townships helps pay a share of the cost and approximately 15 departments use postage meter. The contract will be forwarded to Albert to review.

New amounts for the budget to be:

100.10.51520.314 should be \$937

100.10.51520.316 should be \$2,413

Motioned by Renner/Ward to replace folder/inserter contingent upon Albert's review of contract. Motion carried by unanimous voice vote.

Phillippi gave an update on the Policy Manuel, SAYL program, and training that took place. Approximately 58 were in attendance for the training on the Sequoia equipment and election standards. Still working on filling vacant position and currently using an on call.

McGhee present at 2:24 p.m. Lynx server died. \$7,000 to replace, hard upfront cost won't be there. Virtual server is set up and in place, database is off the old one, disk to disk back up is installed and running. Skyward issues, client wouldn't let go of server, which bogs down semantic to back up.

Kaye present at 2:30 p.m.

NeoGov online application: People applying on line, not responsible for hosting, if their firewalls are breached, the county is not liable. There are 15 counties and 5 cities in Wisconsin currently using NeoGov. Wisconsin Towns and Villages' are working with 144,000 registered users on their product.

\$4,100 was budgeted in McGhee's budget, however NeoGov is more expensive. Kaye reported they will waive the \$2,500 installation fees, the \$2,500 in training fees and the annual fee by \$2,500

Subscription service:

\$2,800 annual fee \$2,500 training

Total amount needed \$5,300 (available funds \$4,100, amount needed \$1,200). This will be a year by year contract, if it is not beneficial we would not continue with program.

Kaye indicated we have a return on our investment in 4 months.

Affirmative action will be completed and she wouldn't have to do it in Excel spreadsheet anymore. Payroll integration will allow down loading information into payroll. (\$2,000 will come out of contracted services) November 1 thru December 31 of next year. This will free up 30-40% of her time.

Motioned by Sebastiani/Kotlowski to use contract services and money from MIS account for Skyward to purchase NeoGov. Motion carried by unanimous voice vote.

Administrative Assistant position posting update: 3 qualified people with experience applied, only 1 is interested. Proposed posting and wage scale.

Motioned Kotlowski/Renner to at grade 10 \$19.66 wage per hour, step 1. Motion carried by unanimous voice vote.

Renner expressed concerns on filling the Sergeant and Lieutenant positions, will vote for 2012 budget, with these positions included.

Land & Water/Planning & Zoning new salary wages.

100.44.56150.313 should be \$3500

Outside engineering services

100.44.56150.110 \$91,745

100.44.56150.210 \$ 7,019

100.44.56150.211 \$ 4,685

100.44.56150.214 \$25,267

100.44.55150.215 \$53,000

100.44.46816 should be 0

100.44.46816 should be \$8,025

100.44.56126.358 should be 0

100.44.56126.358 \$ 845.00

Murphy informed DATCAP may cut funding by \$12,000

100.47.56110.326 should be 0

100.47.56110.340 should be \$200

100.47.56110.920 should be \$50,000

Solid Waste

260 R 43531 \$ 11,513.73

420.26.57400.920 \$350,000.00

Keep \$40,000 for animal shelter

Recalculate 2% on wages and not including the steps.

Motioned by Ward/Kotlowski to create resolution levy at \$17,154,920. Motion carried by unanimous voice vote.

Parks adjustment see work sheet.

Motioned by Sebastiani/Kotlowski to adjourn at 5:04 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not yet been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

January 13, 2012, 8:00 a.m., Room A160

The meeting was called to order by Chairman West at 8:06 a.m. The meeting was properly noticed. Present: Renner, West, Sebastiani, Renner. Excused, Ward and Kotlowksi. Also present: Phillippi and Djumadi.

Motioned by Sebastiani/Renner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Renner/Sebastiani to approve December 12, 2011 minutes. Motion carried by unanimous voice vote.

No correspondence.

Discussion on Oxford Library funding will be placed on next month's agenda.

Larson present at 8:08 a.m.

Larson provided an update on office activities, identified some trainings that will be coming up and some meetings that will be taking place. Larson reported there were no changes to the contingency/general fund balances.

Motioned by Sebastiani/Renner to issue a cell phone for Dan Hanson in Planning & Zoning. Motion carried by unanimous voice vote.

Step increases to be placed on the next month's agenda.

Motioned by Renner/Sebastiani to implement the 3.6% cost of living increase for non-represented employees on the Carlson Dettman scale. Non represented (i.e. Solid Waste employees) to be determined at a later date. Motion carried by unanimous voice vote.

Cash reconciliation was completed thru December 2011.

Larson left at 9:40 a.m., back at 10:09 a.m.

Motioned by Sebastiani/Renner to approve check register. Motion carried by unanimous voice vote.

Phillippi gave an update on part-time position, still using on call, no claims against county, business as usual.

Bays present at 9:45 a.m. Bays reported special assessments of \$1,262.88 received from the City of Adams and \$3,819.35 from Village of Friendship. Neither were provided to incorporate into the 2012 budget. Bays explained budgeting \$10,000, for tax deeded not really knowing what would be left. Revenues should cover the overage of \$23,583.07.

Discussed transfer of funds to cover demolition of house at 135 N. Elm Street, the amount is \$12,012.65 this cost will be paid out of December 12, 2011. Revenues should cover this expense. Bays handed out investment report. Office activities are normal business as usual.

MIS: McGhee gave an overview on the virtual servers that were tested, they are still tweaking backups the department's financials look good.

Motioned by Renner/Sebastiani to approve contract for Internet Service and forward resolution to county board for approval. Motion carried by unanimous voice vote.

Items for next agenda: Oxford Library funding; Discuss and/or Act on implementation of steps in 2012 for employees per previously adopted resolution non-rep Solid Waste wages.

Next meeting date will be February 17, 2012, at 8:00 a.m.

Motioned by Renner/Sebastiani to adjourn. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have not yet been approved.

**Adams County
CDBG Housing Committee Meeting
Wednesday, July 20, 2011
3:00 p.m.**

The meeting was called to order at 3:00 p.m.

Present at the meeting were:

Terry C. James, Member
Dick Wirth, Member
Tom Feller, Member
John West, Member
Jack Allen, Member
Cindy Phillippi, Adams County
Sue Koehn, MSA Professional Services

Absent:

none

On a motion by Wirth, seconded by Feller, the June 15, 2011 minutes were approved.

Sue Koehn, MSA Professional Services reviewed the Program Status.

HO #30

This project has been completed with the total cost of \$39,649.00. Once the work was started, the belongings of the homeowner were removed from the upper front porch. The upper porch needs to be repaired-extra support. The estimated cost of repairing the upper porch is \$10,000.00. On a motion by Feller, seconded by James, this project was approved for the cost to repair the upper porch, not to exceed \$10,000.00. Vote was unanimous.

HO #36

This project was approved at the August 2010 meeting for \$28,300.00. The paperwork had been signed by the homeowner and contractor. The contractor arrived at the job site to start work and found that there had been major ice damming over the winter months and was concerned about water damage to the siding, behind the chimney, windows, patio door and possible problems with the bathroom floor. The job has been sent for re-bidding. The estimated cost of the extra repairs, along with the original repairs, is estimated to be \$34,050.00. The additional amount requested is \$5,750.00. On a motion by Feller, seconded by West, this project was approved for the additional funding. Vote was unanimous.

HO #42

This project was approved at the October 2010 meeting for \$10,500.00. There was a contractor that was going to complete the work, but has decided the work cannot be completed by September 30, 2011. This project is out for re-bidding and there may be an additional cost for the foundation repair and replacing the flooring. The estimated extra cost is \$9,500.00. On a motion by James, seconded by Allen, this project was approved for the additional funding, not to exceed \$20,000.00. Vote was unanimous.

HO #56

This is a middle income household, purchased in 1992. The unpaid mortgage is \$53,140.01 and the fair market value is \$64,600-equity \$11,459.98. The homeowner is requesting the work listed on the Work Review for an estimate of \$32,000.00. On a motion by West, seconded by Allen, this homeowner was approved for all work listed on the Work Review, except for the central air conditioner. The homeowner is unable to obtain a medical reason. Vote was unanimous. This project is being committee approved should funds become available from projects previously approved that may not follow through with the program.

HO #57

This is a middle income household, purchased in 1985. There is no mortgage at this time and the fair market value is \$85,900.00-equity \$85,900.00. The homeowner is requesting the work listed on the Work Review for an estimate of \$31,250.00. On a motion by Wirth, seconded by West, this project was approved for all work listed on the Work Review, not to exceed \$31,250.00. Vote was unanimous. This project is being committee approved should funds become available from projects previously approved that may not follow through with the program.

HO #59

This is a middle income household, purchased in 1985. The unpaid mortgage is \$33,493.92 and the fair market value is \$110,900.00-equity \$77,406.08. The homeowner is requesting the work listed on the Work Review for an estimate of \$13,900.00. On a motion by James, seconded by West, this project was approved for the work listed on the Work Review, not to exceed \$13,900.00. Vote was unanimous. This project is being committee approved should funds become available from projects previously approved that may not follow through with the program.

HO #60

This is a very low income household, purchased in 2000. The homeowner is requesting to have the roof complete as it is leaking and the ceiling has come down in the living room area doorway. This project is being completed as an emergency. On a motion by James, seconded by West, this project was approved to complete the roof and ceiling repair not to exceed \$9,100.00. Vote was unanimous.

Other Business – The committee was updated on the emergency tornado projects. There may be only one project that would need emergency funds due to the tornado damage.

Conflict of Interest – None

Sue Koehn
Housing Program Specialist

ADAMS COUNTY BOARD MINUTES

Adams County Board Room

January 17, 2012 6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairman Sebastiani at 6:05 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #10-Heidi Roekle; Dist. #11-Jack Allen; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #15-David Renner; Dist. #17-Bill Miller; Dist. #18-Terry James, Dist. #19-Dave Repinski; Excused, Dist. #02-Diane England; Dist. #09-Patricia Townsend; Dist. #14-Bev Ward; Dist. #16-John West, Dist. #20-Lori Djumadi. Also present, Beckman and Theisen from the SAYL program – Metoyer from SAYL was excused.

Motioned by Allen/Roekle to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Licitar/James to approve December 20, 2011 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Claims: None

Correspondence:

- Appreciation letter to Planning and Zoning Department from TimberLake Homes.

Appointments: None

Unfinished Business: None

Reports and Presentations:

A. Miscellaneous:

- Administrative Coordinator/Director of Finance Report was given.
- Daric Smith, RIDC gave his report.
- 2011 Years of Service Recognitions were presented.

Motioned by Repinski/Johnson to recess at 6:16 p.m. Motion carried by unanimous voice vote.

Meeting was reconvened at 6:35 p.m. Present was as stated above.

Resolutions:

Res. #01: Motioned by James/Miller to adopt Res. #1 to authorize Deputy Todd Laudert, Investigator for the Sheriff's Office to attend the NNOAC Delegate Meeting in Washington, D.C. from February 4-9, 2012. Motion to adopt Res. #1 carried by roll call vote, 15 yes; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused)

Res. #02: Motion by Allen/Keckeisen to adopt Res. #2 to transfer funds from the General Fund to capital Project Account No. 420-73-57145-920 to complete rehabilitation of the Health and Human Services building.

Motion by Renner/Kotlowski to amend Res. #2 from \$47,175.67 to \$29,000.00. Motion to amend carried by roll call vote, 15 yes; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Motion to adopt amended Res. #2 carried by roll call vote, 15 yes; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Res. #03: Motion by Johnson/Stuchlak to adopt Res. #3 to create a Part-Time Truck Driver/Laborer position in the Solid Waste Department. Motion to adopt Res. #3 carried by roll call vote, 15 yes; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Res. #04: Motion by Johnson/Gatterman to adopt Res. #4 to enter into a one year service agreement with Solarus for DSL/High Speed Internet Service at the Adams County Landfill, Recycling & Composting Facility. Motion to adopt Res. #4 carried by roll call vote, 15 yes; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Res. #05: Motion by Stuchlak/Johnson adopt Res. #5 to obtain financial assistance from the Natural Resources expense account, an Adams County landowner, non-profit organization and government agency through a written request to the Adams County Land and Water Conservation Committee.

Motion by Stuchlak/James to replace Res. #5 by word smithing the current resolution (the intent is the same.) Motion to replace Res. #5 carried by roll call vote, 15 yes; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Motion to adopt replaced Res. #5 carried by roll call vote, 15 yes and 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Res. #06: Motion by James/Johnson to adopt Res. #6 to authorize the Administrative Coordinator/Director of Finance to apply for a Wisconsin Department of Natural Resources (WDNR) Conservation Aids grant for Petenwell Flowage Musky Stocking.

Motion to replace Res. #6 by word smithing the current resolution (the intent is the same). Motion to replace Res. #6 carried by roll call vote, 15 yes and 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Motion by James/Johnson to adopt replaced Res. #6 carried by roll call vote, 14 yes, Keckeisen no; 5 excused. Excused: Diane England, Patricia Townsend, Bev Ward, John West, and Lori Djumadi. (2 SAYL, yes, non-binding vote, 1 excused.)

Ordinance: None

Denials: None

Petition: None

Motioned by Kotlowski/Johnson to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. (2 SAYL, yes, non-binding vote.)

Motioned by Repinski/Allen to approve per diem and mileage as submitted. Motion to approve per diem and mileage carried by unanimous voice vote. (2 SAYL, yes, non-binding vote)

Motioned by Johnson/Roekle to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set next meeting date for February 21, 2012, 6:00 p.m.

Motioned by Allen/Ward to adjourn at 6:53 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Phillippi".

Cindy Phillippi, Adams County Clerk
These minutes have not yet been approved.

**Minutes of Executive Committee Meeting
January 10, 2012 – 9:00 a.m. - Conference Room A-260**

The meeting was called to order by Al Sebastiani, Chair, at 9:00 a.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Larry Babcock, and Joe Stuchlak. Beverly Ward was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Myrna Diemert; and Phil McLaughlin.

Motion by Stuchlak, seconded by Renner, to approve the Agenda. Motion carried by unanimous vote.

Motion by Stuchlak, seconded by Babcock, to approve the Minutes of the December 12, 2011 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

Discussion was held regarding the request of Solid Waste Department for an additional unbudgeted part-time truck driver/laborer position. **Motion by Babcock, seconded by Stuchlak to approve, and forward to the County Board, a resolution for an additional unbudgeted part-time truck driver/laborer position at the Solid Waste Department. Motion carried by unanimous vote.**

Motion by Stuchlak, seconded by Renner, to convene in closed session at 9:07 a.m., for purpose of discussing negotiations with Adams County Sheriff's Association Local 355 and any other ongoing base wage negotiations as may be appropriate. Motion carried by unanimous vote. The Committee reconvened in open session at 10:05 a.m.

Discussion was held regarding the Agreements and Recognition for Highway Union 323, AFSCME Union 1168 Professional, AFSCME Union 1168 Courthouse, and WPPA Local 414. **Motion by Stuchlak, seconded by Renner, to delay going forward with wage negotiations until Sheriff Local 355 negotiations are settled. Motion carried by unanimous vote.**

Motion by Stuchlak, seconded by Babcock, to recess at 10:07 a.m. for a five-minute break. Motion carried by unanimous vote. The meeting reconvened at 10:13 a.m.

Trena Larson presented the Administrative Coordinator/Director of Finance monthly report including the Transition process, Health & Human Services construction project, and animal control conversion.

AC/DOF held a department head meeting; discussed Transition. Coordinated a letter to all employees re transition from Contracts to PGAP. Met with Highway regarding transition, heard employee frustration. We need to address this at the Transition Committee level. The HHS meeting will be held to obtain employee suggestions.

AC/DOF is monitoring the HHS project. The property committee moved to increase the project funds to correct building deficiencies.

Animal control conversion is complete. All positive comments were received from County Board Supervisors. Monthly payments are being made to Eyes of Hope and Mauston Vet.

AC/DOF office is currently putting work emphasis on December journal; year-end accounts; account balances; and budget. The year-end audit will be done in April.

These minutes have not yet been approved by the Executive Committee.

Trena will attend the WCC Legislative exchange 2/7 – 2/8/2012. They will discuss policies affecting counties and be able to discuss other counties' strategies. Trena will be completing one more Incident Command Training session to be scheduled by Emergency Management Department.

January 1st was a new payroll cycle, and a 2% across-the-board wage increase was considered for non-represented employees. January 1st was a shock to employees. The highway department felt they weren't being heard. The County expressed appreciation for performance without certainty. Trena distributed a first draft of benefits which have expired. We should find out what additional operational needs each department has and forward to Bill Miller for the Transition Committee. Transition will discuss a 2nd draft at the January 19th meeting.

Jack Albert presented the Corporation Counsel Department monthly report. Albert stated that there is a conflict between the proposed 2% across-the-board wage increase, and the current rules under Ch. 4 of PGAP and related ordinances. There needs to be reconciliation between Transition and PGAP. The Committee reviewed McLaughlin's handout as he addressed the Committee with concerns related to deviating from or eliminating the wage structure that was adopted for salaried employees. McLaughlin stated that the County needs to follow policy to administer employee benefits or properly change the policies. He stated that Resolution 95-2003, approving the non-represented pay structure, is still in effect unless changed by a 2/3 vote of the County Board. Discussion was held regarding the correct procedure to bring the issue forward. **Motion by Stuchlak, seconded by Babcock**, to have the matter placed on the next Administrative/Finance Committee Meeting Agenda for discussion and possible action. **Motion carried by unanimous vote.** Attorney Albert was excused at 11:15 to attend Court.

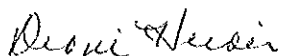
Marcia Kaye presented the Personnel Department monthly report including status of employee resignation, hiring, and update of job descriptions. This month the County Board will honor approximately 40 employees for 5 year increments of service. HHS used good discretion in using the new-found ability to consider flexing an employee's work schedule to avoid the employee's resignation. The key is for department managers to use uniformity and consistency in considering alternate decisions. Kaye attended a Meeting with the Highway Department and will attend the Health & Human Services Department staff meeting later this week. Kaye plans to attend the WPELRA annual conference on January 19th – 20th, and a BRB Consortium on Health Insurance on January 24th. Future HISC discussion will include health insurance cooperatives at the State level, and whether the employer can pay a portion of the co-op premium. A wage study is being done by other counties, and they plan to share the information with consortium members.

Motion by Babcock, seconded by Renner, to approve vouchers. **Motion carried by unanimous vote.**

The next regular meeting date is set for **February 14, 2012 at 9:00 a.m.** Action items for next meeting: Discuss and/or act on proposed revision to PGAP section 4.

Motion by Renner, seconded by Stuchlak, to adjourn the meeting at 11:47 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,



Diane Heider

Recording Secretary

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, JANUARY 12, 2012 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Florence Johnson, Vice-Chairperson
Patrick Gatterman, Secretary – Excused at 11:55 a.m.
Dean Morgan
Alexandria Beckman – SAYL Member

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Keith Rickerman, Randy Rickerman, Annette Palmer, Phil McLaughlin-Planning & Zoning Administrator, Trena Larson-Administrator/Coordinator Director of Finance and Marcia Kaye-Personnel Director.

MEMBER ABSENT: Michael Keckeisen - Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, January 12, 2012.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, MORGAN AND SAYL MEMBER ~ BECKMAN. MEMBER ABSENT: KECKEISEN ~ EXCUSED.

APPROVAL OF AGENDA: *Motion by Gatterman to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (DECEMBER 8, 2011 REGULAR MONTHLY MEETING): *Motion by Johnson to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for DECEMBER 8, 2011 Regular Monthly Meeting, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: Public participation was requested for the following Agenda item:

- Update on County Road "J" Driveway Access ~ Palmer
- Fence on Right-of-Way ~ CTH "E" ~ Rickerman

UPDATE ON COUNTY ROAD "J" DRIVEWAY ACCESS ~ PALMER: Annette Palmer was present and informed the Highway Committee that the Town tabled their rezoning request. Phil McLaughlin – Adams County Planning & Zoning Administrator was present and supported not changing the zoning on the Palmer property, but to make an exception to Palmer driveway application that would allow them two driveways. A video was viewed at the November 10, 2011 Highway Committee meeting, which showed no safety concerns. *Motion by Gatterman to grant an exception to the Palmer driveway access on County Road "J", that*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JANUARY 12, 2012 ~ 9:00 A.M.**

would allow two driveways with the condition that both access points must be brought back to compliance with the width standards as stated in the Adams County Driveway Ordinance, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

FENCE ON RIGHT-OF-WAY ~ CTH "E" ~ RICKERMAN: Keith Rickerman was present to discuss his fence that is located on the County Road "E" right-of-way. *Motion by Johnson to have the county remove the fence and posts, at county expense and landowner will retain all the fence materials, right-of-way will be cleared and landowner will retain all the wood, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

JOB DESCRIPTIONS: OFFICE MANAGER & ACCOUNT CLERK: Revised job descriptions for the Office Manager and Account Clerk were presented to the Highway Committee to review and discuss. *Motion by Gatterman to accept the revised Job Descriptions for the Office Manager and Account Clerk as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

HIGHWAY DEPARTMENT WORK WEEK: Highway Commissioner discussed with the Highway Committee the highway department work week, would like to present to Transition Committee a Monday to Sunday work week, call in pay and time and a half on holidays.

ASE CERTIFICATIONS: No action taken by Highway Committee, wait to see what Transition Committee would like to do.

WORKING WITH LANDFILL DEPARTMENT: This agenda item will need to be placed on the Solid Waste agenda to be discussed.

FRAC SAND: Discussed concerns reference road usage should frac sand mines come to Adams County, Highway Commissioner will contact Adams County Planning & Zoning Administrator – Phil McLaughlin about road maintenance agreements.

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Morgan to approve the Offering Price Reports as prepared by Timber-Selissen Land Specialist for parcels: 68, 77, 96, 105, 158, 181, 189, 191, & 192 on the County Road "Z" (18th Lane to Wood County Line) Project, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN WAS
EXCUSED AT 11:55 A.M.**

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- CTH J Ditch has been cleaned
- Currently filling cracks with rubber on County Roads
- Sent certified letter to property owners to start brushing on County Road G, some appeals have been filed concerning the tree removals

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
JANUARY 12, 2012 ~ 9:00 A.M.**

FINANCIAL REPORT: *Motion by Morgan to approve the December 2011 Financial Report ~ Prior to Audit & Voucher Payables as audited, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the January 6, 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Johnson to approve the Monthly Check Summary report as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- County Road "G" Brushing -- Property Owners appeals reference tree removal

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Morgan, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, February 9, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:45 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

APPROVED

LAND & WATER CONSERVATION COMMITTEE MEETING

December 12, 2011

Regular Meeting

Present: Stuchlak, Morgan, James, Licitar, England, Bork, Keckeisen.

Call to Order: Chair Stuchlak called the meeting to order at 9:00 AM in Adams County Courthouse Conference Room, A231.

Was the meeting properly announced? Yes.

Agenda: Motion, by James/Morgan, to approve the agenda. Motion carried unanimously.

Previous Minutes: Motion by Licitar/Bork, to approve the minutes for the November 14, 2012, L&WCC meeting. Approval carried unanimously.

Public Participation: Chair Stuchlak stated that public participation would be taken "as we go."

Wildlife Abatement Claims Report: None.

WDNR Report: None.

NRCS Report: None.

2011 November L&WCC Financial Report: The report was accepted following a few questions/clarifications.

Central Wisconsin Windshed Partners report. Licitar reported that the next meeting would be on December 19, 2011 at 1:30 PM. He presented a summarization of the Partners' accomplishments/windshed projects (lineal feet planted) in 2011 in each county of operation. Shannon Roade arrived and gave comparisons of last year's (2010's) and this year's (2011's) totals. (2010 - 9.9 miles of plantings, 90.1 % survival); vs. (2011 - 16.6 miles, 94% survival); significant progress.

North Central Land and Water Conservation Association report. None.

Golden Sands Resource, Conservation, and Development report. James reported that the next meeting will be on January 19, 2012. He reported on a variety of items – mainly attendance figures, anticipated extended meeting times, reduced steering committee time horizons, upcoming 40th (Golden Sands) and 50th (RC&D) anniversaries of operations, and, for future observation and note, Waushara County's involvement with possible removal of a dam on a trout stream.

USDA Farm Services Agency report. Bork reported on a few matters including Green Lake County's intent on seeking to merge with our region.

APPROVED

November, 2012, Financial report. James questioned approximate doubling of L&WC department's reported fuel costs. Explanation: The figure was for two months rather than one month of fuel purchases.

Friendship Lake District's Request Regarding Friendship Dam. Citizen/Tri-Lakes official Don Fornesier addressed the committee regarding the value of the real estate associated with the county-owned dams, and of the possible loss of significant county revenues that would result if the Friendship Dam or any dam were removed and the lake(s) made to disappear. Chair Stuchlak read into the record the contents of a letter from Fornesier. Murphy informed the committee that it would be next-to-impossible for that kind of scenario to occur. Friendship Lake president, Bob Berry, appeared, stating that the Friendship Lake District would like to request that the committee consider having Adams County take over ownership of the dam due to prohibitive costs associated with a lake district being able to afford undertaking ownership on its own. Discussion followed regarding inspection issues, partnerships/no-partnerships, timing, potential costs, cost-bearing for the inspection, satisfying/meeting inspection-directives, other technical issues and factors involved, next step(s) to pursue. Motion by James/Morgan to authorize Murphy to continue to pursue ownership contingent upon inspection by Ayres & Associates, with owner paying for inspection, and to report back to the committee at some time in the future as the results/findings emerge; carried unanimously.

Non-metallic Mining Ordinance Upcoming Transfer from L&WCD to P&Z Department. Technician Bremer summarized and explained necessary revisions/changes regarding the ordinance to accomplish transfer of the ordinance to the Planning and Zoning Department. Morgan noted one additional financial (checking paid to "L&W" to be appropriately corrected) change which had been overlooked in the revised document. Motion to accept revised ordinance transfer by England/James; carried unanimously.

Motion for Short Recess: At 10:03 AM, motion by James/Licitar to take short recess; carried unanimously.

Meeting reconvened. At 10:10 AM, Chair Stuchlak reconvened the meeting to order.

Resolution to Avoid Unnecessary Funding Cuts to Grants. Regarding possible recovery of lost DATCP funding for 2012, motion by James/Morgan to approve a Resolution, urging legislature to redirect available funding to replace lost DATCP funds for 2012 conservation operations; carried unanimously.

Removing Suspension as an Option for Drainage Districts. Regarding allowing "suspension" as a choice/alternative/classification-option to Drainage Districts, motion by Morgan/England to authorize proceeding with and communicating opposition to proposed legislation; carried unanimously.

Requesting Extension of Due-date for Updating Adams County L&WC Department's Management Plan. Motion by Licitar/England, to request DATCP to extend due date for updating L&WC Department's Management Plan; carried unanimously.

APPROVED


Resolution Applying for DNR's Conservation Aids Fund for Wolf Lake Boat Launch. Motion by James/Licitar to approve a Resolution to apply for Wisconsin Department of Natural Resources Conservation Aids Funds to repair the Wolf Lake boat launch; carried unanimously.

Communications: Committee: 1.) proceeded on informal/oral record to express support for letter to Governor Walker opposing DATCP budget lapse proposals; 2.) took receipt of a "Good News" e-mail communication adjusting Adams County's cost-share funds allocation to \$60,203; 3.) received Murphy's letter to Tony Ferguson of the USDA Forest Service, urging strong support for the Central Sands Forest Legacy Project.

Item(s) for January, 2012, L&WCC Meeting: Update, to extent possible, on Friendship Dam matter.

Next Meeting Date: January 09, 2012, 9AM.

Motion to Adjourn: Made at 10:58 AM, James/Morgan; carried unanimously.



Minutes recorded by Ron Pufall, L&WCD Clerk//Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE.

LAND & WATER CONSERVATION COMMITTEE MEETING

January 9, 2012

Regular Meeting

Present: Stuchlak, Morgan, James, Licitar, Bork. **Excused:** Keckeisen. England.

Call to Order: Chair Stuchlak called the meeting to order at 9:00 a.m. in Adams County Courthouse Conference Room A231.

Was the meeting properly announced? Yes.

Agenda: Motion by James/Bork to approve the agenda. Motion carried unanimously.

Previous Minutes: Motion by Morgan/Licitar to approve the minutes for the December 12, 2011, L&WCC meeting. Approval carried unanimously.

Public Participation: Chair Stuchlak stated that public participation would be taken "as we go."

Wildlife Abatement Claims Report: None.

WDNR Report: None.

NRCS Report: Michelle Komiskey reported the following: application deadline for the Environmental Quality Incentive Program (EQIP) is February 3, 2012; the Wildlife Habitat Improvement Plan (WHIP) is not taking applications this year; the budget for 2012 is anticipated as probably about the best year for the next few years; there is quite an extensive EQIP project-list currently, and NRCS will be pushing for contract holders to be on schedule.

2011 December L&WCC Monthly Report: A few questions were asked and answered about December's activities. The new LCWD website is "adamscountylwcd.net". It is up and running as of January 3, 2012, with several pages still under construction, but off to a good start.

Central Wisconsin Windshed Partners report. Licitar reported that two projects for 2012 are a storage unit at ~~Easton Dam~~ and provision for a maximum of \$36,000 for about 16.6 miles of windbreak. *Notes for Handout*

North Central Land and Water Conservation Association report. None.

Golden Sands Resource, Conservation, and Development report. None.

USDA Farm Services Agency report. None, but Bork reported that on Thursday, January 12, 2012, the big, production report would be coming out, something to perhaps watch for.

Added to Golden Sands

December 2012, Financial report. Murphy indicated that overall, we came pretty close to ending on the positive. There was discussion of the negative balance regarding the SWRP account's Contracted Services. The Dam Maintenance Account is negative as anticipated. A discussion centered around possible ways to accomplish a transfer of the remaining balance of funds from the Natural Resources Account to cover other completed projects.

Resolution to Authorize Application for WDNR Conservation Aids for Petenwell Flowage Musky Stocking. Motion by James/Licitar to approve a resolution to apply for a Wisconsin Department of Natural Resources Conservation Aids grant regarding stocking muskies in Petenwell Flowage; motion carried unanimously.

2012 Land and Water Conservation Department's Plan of Operation. Committee reviewed the 2012 LWCD Plan of Operations and inquired about and discussed various actions in the plan. In addition several additional actions were enumerated and approved for inclusion in the plan. Motion to approve the 2012 Plan of Operation, as amended, James/Bork; carried unanimously.

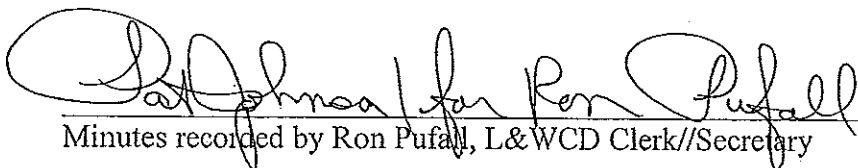
Transfer of HP Color LaserJet 8550N Printer to County Clerk's Office. Committee, by consensus agreed to transfer the HP Color LaserJet 8550N printer currently in the LWCD office to the County Clerk's Office, pursuing the Property Committee's approval. Discussion followed regarding seeking a centrally-located replacement color printer/copier to be available for the LWCD's access and use.

Communications: 1.) Stuchlak reported on his conversations with Senator Olsen regarding the DATCP Staff Allocation Plan. 2.) There was discussion centered on the pending legislations regarding proposed changing of classification options for Drainage Districts. 2.) There was discussion anticipating a possible update before the February LWCD committee meeting, from Mr. Chuck Pheiffer regarding the change of ownership of Friendship Dam.

Items for February 2012 L&WCC Meeting: 1.) Update on Friendship Dam matter. 2.) Distribution of the revised 2012 LWCD Plan of Operations.

Next Meeting Date: February 13, 2012 at 9am

Motion to Adjourn: Made at 10:20 am, James/Licitar; carried unanimously.


Minutes recorded by Ron Pufall, L&WCD Clerk//Secretary

LAND & WATER CONSERVATION COMMITTEE RESOLUTION MEETING
JANUARY 17, 2012
5:30 P. M.

Present: Stuchlak, James, Morgan, Florence Johnson (sitting in for England), Licitar.
Absent: Keckeisen, Bork.

Call to Order: Chair Stuchlak called the meeting to order at 5:40 P.M. in Courthouse Conference Room A231.

Was the meeting properly noticed? Yes.

Agenda. Motion to approve the agenda, Morgan/James, carried unanimously.

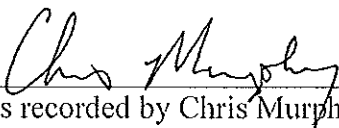
Public participation. Chair Stuchlak stated that public participation would be taken "as we go".

Resolution to Revise Natural Resources Account. Motion to approve the Resolution to Revise the Natural Resources Account, James/Morgan, carried unanimously.

Resolution Authorizing Application for the Department of Natural Resources Conservation Aids. Motion to approve the Resolution Authorizing Application for the Department of Natural Resources Conservation Aids, James/Licitar, carried unanimously.

Communications. 1.) Murphy presented 2012 Joint Allocation Plan and requested permission to send DATCP a reply objecting to providing funding for nutrient management support activities and stating that allocations should be focused on LWRM plans and not state priorities. Committee provided permission. 2.) Murphy reviewed WLWCA communications about proposed drainage district legislation. It was agreed to promote legislation that will eliminate "suspended drainage districts."

Motion to Adjourn. At 5:57 PM, motion to adjourn, James/Morgan, carried unanimously.



Minutes recorded by Chris Murphy, Conservationist

NOT APPROVED

Adams County Land and Water Conservation Committee Minutes for 2/13/12 meeting

Meeting called to order at 9:00 am. All Committee members present except Keckeisen who was excused.

It was determined the meeting was properly noticed.

James/Morgan motion to approve agenda. Motion passed unanimously.

Morgan/Bork motion to approve 1/9/12 meeting minutes and 1/17/12 meeting minutes with corrections that were made in pen. Motion passed unanimously.

Public participation – none.

Barry Benson reviewed 2011 Wildlife Abatement Program Damage Claims. Licitar/Morgan motion to approve claims. Motion passed unanimously.

Jon Robaidek, WDNR Biologist, reported on 2011 Adams County deer harvest and County activities pertaining to Wolf Removal Permits.

There was no NRCS report.

Land and Water Conservation Department Monthly report was reviewed and Murphy answered question about Animal Waste Management Ordinance and lake level monitoring at Easton Dam.

Licitar reported next Central Wisconsin Windshed Partners meeting is 4/3/12.

There was no North Central Land and Water Conservation Department report. Since we are not paying dues for 2012 it was agreed this item shall not be on future agendas.

James provided a Golden Sands Resource, Conservation and Development report including 40th Anniversary activities; website activities, Hydrofrac presentation, annual fees will increase to \$250 and the Waupaca Chain of Lakes has zebra mussels. Stuchlak added the Prairie Chicken Festival is 4/13-15/12.

Bork reported on 2011 USA Production Report.

Murphy distributed January 2012 financial report. James/England motion to approve financial report.

James/England motion to approve Memorandum of Agreement between County of Adams and Town of Rome for placement of now wake buoys. Discussion about notification of buoy damage occurred. Motion passed unanimously.

England/Licitar motion to approve Resolution to Apply for WDNR Aquatic Invasive Species Grant. Murphy reviewed with Committee costs and percentage the County will be responsible for. Motion passed unanimously.

James/Bork motion to approve Agreement with Ayres and Associates for Camelot Dam repairs. Murphy reviewed items in agreement. Discussion occurred about repairs. James requested copy of Agreement. Motion passed unanimously.

Morgan/Licitar to approve Agreement with Easton Lake District to install Handicap path at Easton Dam. Murphy reviewed with Committee items in agreement. Motion passed unanimously.

Murphy reported he has received no response to letter sent to Chuck Pheiffer regarding ownership of the Friendship Dam.

Communications: Licitar shared J.A.M. Corn and Soybeans Annual meeting notice; Stuchlak shared news article about Heartland Farms receiving an award for good conservation practices on their farm; Murphy shared news about the 2011 DATCP Allocation Plan; James shared news that there may be delayed communications for a short period of time with Tri-Lakes Management District due to their Clerk missing time due to injury.

No items were identified for the next meeting which was set for 3/12/12.

Licitar/England motion to adjourn.

**Adams County Library
Board Minutes
1/23/12**

The meeting was called to order by President Nelson at 1:06 p.m. after a wonderful pot-luck celebration of the library. Present were Nelson, Heideman, Renner, Albrecht, and Director Wavrunek. Townsend and Kreten were excused.

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda was made by Heideman, 2nd by Challoner and carried unanimously.

Public input was invited. No one was present.

Recommended Actions: minutes, bills and financial report:

Motion to approve the minutes of the November meeting was made by Renner, 2nd by Heideman and carried unanimously.

Information on the bills was included in the Financial Report and reviewed. There were no recent bills.

Motion to approve the Financial Report for November after discussion of shortfall line items was made by Heideman, 2nd by Challoner and carried unanimously.

Communications & Reports:

None

South Central Library System report:

The County Board has appointed Nelson to be the representative. The System meetings have been changed to the 4th Thursday of the month. Nelson will attend the January meeting. Discussed changes to KOHA.

Budget:

Discussed the reasons for shortfalls to the 2011 budget. Discussed changes made to keep on budget for 2012.

Director's Report:

- A. More accurate circulation numbers are now available. Circulation is up!
- B. 10 of our computers actually need replacing by the end of 2012 according to the technology person from South Central. Due to the age of these computers, South Central will not support repairs or software updates after 2012. Wavrunek has been looking for grants and corporate sponsors. We have been approved for a high speed upgrade.
- C. SCLS has agreed to use our website as a pilot starting next month for free!

PA 1083

Review of the Coffee Bar:

Wavrunek recognized the great contributions of the Friends of the Library. They have also sponsored and managed the coffee bar in the reading room. It is very popular and there have been no problems.

Scrapbook Discussion:

The Friends have paid the bills to date. Wilson is moving and will discontinue her work on the scrapbook. The plan is to display the scrapbook in the library with a note asking anyone interested in volunteering to continue input to contact Wavrunek.

Review DVD Display Procedure:

Due to theft, there is now a list of the 30 most popular DVD's which will have only their sleeves displayed. Patrons will need to obtain the actual movie from staff. The other DVD's will be displayed as before.

Update from Auditing Committee:

Kreten was unable to attend the audit meeting. The committee will report next month.

Update of the Oxford Library Situation:

The Oxford Library will be charging Adams County patrons. Westfield and Montello may decide to allow Adams County patrons free access. It will be up to the individual library to decide. All three libraries **are not** in the South Central System. Adams County patrons may use their Adams County Library cards at the Wisconsin Dells and Portage Libraries without charge. Both of these libraries **are** in the South Central System.

Spring Book Fair:

Discussion tabled.

Election of Officers:

Motion to reinstate Kreten and Nelson to the Adams County Library Board was made by Albrecht, 2nd by Challoner and carried unanimously.

Motion to reinstate the existing slate of officers as submitted by the nominating committee was made by Challoner, 2nd by Heideman and carried unanimously. Nelson = President, Heideman = Vice President, and Albrecht = Secretary.

Closed Session:

Motion to convene in closed session per Sec. 19.85(1)(c), Wis Stats., to evaluate Director Wavrunek was made at 2:05 p.m. by Heideman, 2nd by Albrecht. Roll call vote = Nelson=yes, Heideman=yes, Challoner=yes, Renner=yes, and Albrecht=yes.

Motion to reconvene in open session per Sec. 19.85(2) was made at 2:20 p.m. by Heideman, 2nd by Renner. Roll call vote = Nelson=yes, Heideman=yes, Challoner=yes, Renner=yes, and Albrecht=yes.

Identify possible upcoming items for future meetings:

A. Staffing Meeting Reports

- B. Audit Committee Report
- C. Review By-laws
- D. Legislative Day

The meeting was adjourned at 2:25 p.m.

The next meeting will be held Monday, February 27th at 1:00 at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

A handwritten signature in cursive script, reading "Barb Albrecht", followed by a stylized star symbol.

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: January 4, 2012
ROOM A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee to order at 9:00 A.M. on Wednesday January 4, 2012 with the following members present. Glenn Licitar, Barb Morgan, Randy Theisen, Diane England and Terry James. Mike Keckeisen was absent. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Matt Bremer, Representative Scott Krug and Greg Rhinehart. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Public Hearings: Dale J. Haddon – Tabled Conditional Use Permit request under Section 3-3.06 of the Adams County Comprehensive Zoning Ordinance to allow short term rental of a dwelling on property located in the NE ¼, NW ¼, & SE ¼, NW ¼, Section 29, Township 14 North, Range 7 East, at 562 Golden Court, Town of New Haven, Adams County, Wisconsin. Mr. McLaughlin explained to the Committee he and Joe feel that a site visit is needed before considering the Haddon's request. Based on the verbiage used in the ordinance the request needs to be discussed with Corporation Counsel. Also, the Town Board and their Planning Commission are in disagreement as to conditions that should be applied to the Conditional Use Permit. Mr. Haddon presented copies of a packet he put together with maps, rental agreement, etc. for the Committee to review. Discussion followed. Terry James made a motion to table the request until after the onsite on February 1, 2012. Diane England seconded the motion. Roll Call Vote: 6 – Yes. Motion carried.

Chairman Stuchlak closed the Public Hearing portion of the meeting and noted that public participation would be taken as needed.

Glenn Licitar made a motion to approve the minutes from the December 4, 2011 meeting as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of December to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

Randy Theisen made a motion to deviate to item #13 on the agenda: Frac Sand Mining. Terry James seconded the motion. All in favor. Motion carried. Phil McLaughlin stated that this subject needs to be addressed as this industry is moving into Wood County. This particular sand is primarily found in Minnesota and Wisconsin and referred to as "gold" because of how much it is sold for. It is used for pumping into fractures when mining natural gas and such. This would require a Conditional Use Permit for nonmetallic mining in a County Zoned Township. Mr. McLaughlin feels that our regulations may not be sufficient to cover this type of mining. Representative Scott Krug also spoke on the subject, stating that this will become an issue of economic impact for Adams County over the next few years as the sand covers the entire area of the County. He also mentioned that the State mandates County Planning & Zoning Departments to monitor air quality and reclamation practices, which can be costly. Discussion was held as to the mining in some areas being just the surface area and some areas over 800' deep. Some counties are responding with moratoriums. Mr. Krug encouraged the Committee that if they feel any changes need to be made to zoning regulations that it needs to be done quickly. Chairman Stuchlak thanked Representative Krug for his interest in the matter.

Register of Deeds; Jodi Helgeson informed the Committee that they have completed the first phase of the Redaction project and provided a copy of a before and after Redaction document.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
January 4, 2012
PAGE #2

Land Information; Jodi Helgeson informed the Committee that the County is only receiving part of the base budget funding which helps with the cost of parcel mapping, aerial photography, zoning maps, etc. Representative Krug feels that this may be addressed in the spring under the Funding Formula Reform.

Planning & Zoning Updates: Mr. McLaughlin stated that Matt Bremer starting working in the Department as of Tuesday of this week. The office was re-carpeted between Christmas and New Years.

It is the Committee's consensus to leave the Public Hearing Notice procedure as it is.

Mr. McLaughlin presented the Committee with a copy of a letter from Timberlake Homes and a Customer Service Card noting good customer service.

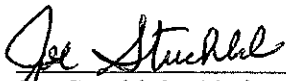
Phil McLaughlin presented the Financial Report for the month of November to the Committee for review. There was no comp time to report. Terry James made a motion to approve the Financial Report as presented. Randy Theisen seconded the motion. All in favor. Motion carried.

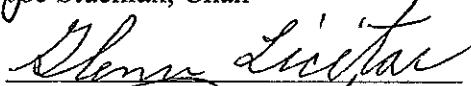
Correspondence: None.


Next meeting date: February 1, 2012 to meet at 8:15 A.M. at the Dale Haddon residence at 562 Golden Court for an onsite, with the Public Hearings to start at 9:30 A.M or as soon thereafter as possible at the Courthouse, Room A260.

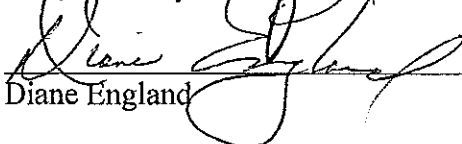
Barb Morgan made a motion to adjourn. Diane England seconded the motion. All in favor. Motion carried.

Adjourned: 10:09 A.M.



Joe Stuchlak, Chair

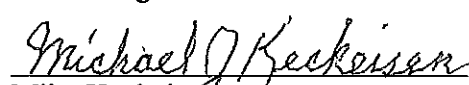

Glenn Licitar, Vice-Chair


Terry James, Secretary


Diane England


Randy Theisen


Barb Morgan


Mike Keckeisen


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee Meeting Minutes

January 11, 2012
Room A160, 9:00 a.m.

The meeting was called to order by Chairman Renner at 9:00 a.m. The meeting was properly announced. Present: Renner, Allen, Kotlowski, Djumadi and Miller. Also present: Phillippi, Hamman, Larson, Bays and Price.

Motioned by Kotlowski/Allen to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to approve the December 27, 2011 minutes. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Miller to accept \$15,000 offer on parcel #19 from Eric M. Johnson, adjoining land owner. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to pay Altmann Construction payment #3 of \$118,877.58. Motion carried by unanimous voice vote.

Bays leaves at 9:07 a.m.

Motioned by Allen/Miller for Larson to sign agreement regarding discoloration in shingles in exchange for credit on shingles/sheathing/tar paper. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Miller to approve Health & Human Services project change order of \$47,244.83. Motion carried by unanimous voice vote.

Price leaves at 9:31 a.m.

Motioned by Djumadi/Allen to send recommendation to Parks Committee to get area marked out to identify county property at Highway 21 boat landing. To include a response back to the property committee from the parks director when it is complete. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to allow Larson to proceed and approve change orders as identified in list previously agreed to, contingent upon adoption of Resolution 02-2012 (at January 17, 2012, County Board meeting). Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to transfer color printer from Land Conservation to County Clerk's office. Motion carried by unanimous voice vote.

Next meeting date: Friday, January 27, 2012 at 9:00 a.m.

Next meeting agenda: Update on bullet proof glass; maintenance items.

Motioned by Allen/Kotlowski to adjourn at 10:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi
Recording Secretary

These minutes have not been approved.

S:\Property Committee\PROPERTY MINUTES 2012\1-11-12

JOINT PUBLIC & JUDICIARY/ADMINISTRATIVE & FINANCE

October 18, 2011, 5:00 p.m., Room A231

The meeting was called to order by Chairman Sebastiani at 5:02 p.m. The meeting was properly noticed. Present: Sebastiani, Renner, Kotlowski, Ward, Keckeisen, James and Miller. Excused, West.

Also present: Phillippi, O'Brian, Wollin, Beckman, Larson, Berry and by telephone, Attorney Aizenberg.

Motioned by Kotlowski/Renner to approve the agenda. Motion carried by unanimous voice vote.

Keckeisen, there is no list of revenues.

- Fund Raisers
- Donations
- Dog License

Aizenberg said it wasn't requested.

James, it appears the numbers are not available, forth coming or there is not a willingness to share those numbers. Break down of costs, costs for county services that you are providing, are not relevant to the revenues.

Sebastiani, we asked departments to try and come in at zero and not raise their budgets. A group is asking us to cut the budget by 3% and you are asking for a 50% increase, there is something wrong here. Aizenberg understand budgets. This is what it costs, we are not wanting to turn a profit (not operate at a loss), that's what we're asking for.

West present at 5:07 p.m.

Aizenberg indicated they were running at a loss.

Larson questioned their tax return.

990EZ	total revenue of:	\$ 92,721 for 2008
		\$157,757 for 2009
		\$185,016 for 2010

Net loss running:

990EZ	cash	\$51,000 for 2008
		\$66,000 for 2009
		\$94,000 for 2010

Aizenberg wanted to clarify what he was saying. They were not running at a loss as a whole but the County's' portion was running at a loss. They have been subsidizing the county services with private donations. They cannot continue to use donations and discounts to pass thru these benefits to the County. They are just asking for the county to pay a larger portion of the cost for the services provided by the animal shelter to the county.

Keckeisen, wanted to know how long he had been representing the animal shelter. Aizenberg said since the first seizer of Kobs animals. What happened in the last 3 years that everything has doubled, why are you subsidizing?

Ward talked about budget donations, and double dipping taxes. We have a duty to plan and be fiduciary responsible. Citizens would not be happy to know they may be paying twice, people who are donating may not realize they are paying with tax dollars.

Renner, indicated that whether funds were public tax dollars or donations wasn't unique, the money comes in whether levy or donations, it's all the same. It is still all falling back on residents. Library and
pg 1 of 2

food pantry are examples of operations that have donations as well as levy dollars for operational purposes. How can you separate those funds out, it doesn't make sense. You indicate you're subsidizing the counties expense with donations paid by Adams residents.

Aizenberg, said he wasn't saying that. There is a substantial amount of donations and he doesn't disagree that it's unique. People are giving of their own free will, tax levy is mandatory for them to pay. There is a difference.

James questioned the cash flow for Humane Society and Animal shelter, share the difference please. Aizenberg, using the terms inter-changeable, they are one of the same.

There was further discussion regarding donation, private industry, comparison tax levy money. Aizenberg gave a scenario of building a bridge as a comparison. Who would be responsible for the cost associated. Referencing that donations would not relieve anyone of the initial cost of the project.

The committee didn't agree with the analogy. The Kob's case was referenced again, by Aizenberg.

Miller, didn't want to hear about this case as it was over and they had already been told that it wouldn't cost the county in the future as there are funds available for such cases. Aizenberg said the only reason those funds would be available is because of the relationships they had established with the folks in Madison.

James, referenced \$77,535 contract amount and the increase of \$85,000-\$90,000. more each year, and the fact that it is being greater than a 25% increase, this is emotionally disturbing and tough to deal with. Just difficult to comprehend, and it is over the top. Aizenberg said they had not received feedback of that nature and had no real discussion over these amounts. Sebastiani questioned if they wanted \$40,000 plus license fees, or not.

West, finance committee was asking department to cut. We would like to continue the relationship with the Animal Shelter, but the money is not there. \$40,000 is budgeted and the license fees are turned over. Aizenberg wasn't aware of the license money.

Miller indicated he should have known that this money was going toward Humane Society as it's in the State Statutes. Larson, surveyed three other counties.

Miller questioned their financial figures and the numbers provided. It appears they are double dipping, wants more specifics on adoptions, redemptions and numbers for Adams County Officers.

Motioned by Keckeisen/West to continue with \$40,000 funding and license fees, to continue working on the number of adoptions, amounts people claim and redeemed animals and to get a better contract agreement, with a 30 days' notice out, either party's side, and adoption redemption fees. Motion carried by roll call vote. Voting yes, Sebastiani, Renner, Ward, Keckeisen, James and Miller. Voting no, Kotlowski.

Aizenberg, clear with what you want from us? Accept agreement.

Do we want to work with county to reach an agreement?

Motioned by Ward/West to adjourn at 5:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Recording Secretary

These minutes have not yet been approved.

10-18-11
pg 2 of 2
Joint Pub/Ad

Public Safety & Judiciary Committee
Thursday, January 5, 2012
9:00 a.m. – Conference Room A260

MINUTES

1. Call meeting to order: Meeting called to order at 9:00 am.
2. Was the meeting properly announced: Yes
3. Roll Call: Excused: Ward and Keckeisen. Present, Sebastiani, Miller, James, Green, McFarlin, Reynolds, Larson, Beckman, Wollin, Jake Roseberry, Rogers, Helmrick, Barnes, Hinze arrived at 10:20.
4. Approve agenda: Motion to approve agenda James/Miller, MC/UN
5. Approve minutes: Motion to approve minutes, James/Miller, MC/UN.
6. Public Participation: As needed.
7. Correspondence: None
8. Family Court Commissioner – Dennis McFarlin – Present.
 General Operations of the Department: An update from the Family Court Commissioner's office. Mr. McFarlin will attend PS&J meeting as needed in the coming year. He also indicated he's here if they have any questions and will check in every once in a while when he can. Mr. McFarlin mentioned the Family Court issues have risen over the past year or so due to the economy.
9. Clerk of Circuit Court – Dee Helmrick – Present.
 Summary report of expense vouchers submitted for payment. Not available.
 Approve conference/training. None.
 Discuss general operations of department. The Community Service Coordinator is on leave right now but will be back soon. All is well with the Department.
 Community Service Coordinator's monthly report. Discussed.
10. Register in Probate – Terry Reynolds – Present.
 Monthly expenditures report. Ms. Reynolds provided November's report for expenditures and vouchers submitted. Terry is predicting they will be over their budget at the end of December due to juvenile cases. She will be setting up a meeting with Chuck Price regarding the way social workers are handling court cases. These issues will be discussed during this time. Terry also addressed other issues within the Probate office.

 Discuss general operations of department. Since September 1, 2009 there is \$83,818.40 saved on Video Conferencing. Terry states we will be able to get our ROI (Return on Investment) by August or September 2012. Supervisor Sebastiani asks that when the ROI is reached it be brought forward to the County Board to make the announcement.

 Upcoming case filings that may impact the 2012 budget. Ms. Reynolds indicated that her discussions with DHHS they are predicting four TPR's (Termination of Parental Rights) and this will hit her budget hard. The juvenile budget will be hit hard again this year. She will look at cases and try to keep the number of hearings to a minimum. Ms. Reynolds has held off the teen-court process due to many issues as to the involvement of someone that was working on it so we waited for this to be resolved. It has been and will now be moving forward with this project. Sheriff Wollin and Captain Beckman attended the Teen Court in Columbia County many months ago and were very impressed with the process. Supervisor Sebastiani wanted to know if we think this will be an advantage to the County. Everyone agreed it would be and Sheriff Wollin gave some examples as to why it would be beneficial to the County.

11. District Attorney – Janis Cada – Not present. Call if needed.

Monthly expenditures report/budget update.
Discuss general operations of department.

12. Emergency Management – Jane Gervais – Not present. Call if needed.

Monthly Check Summary/Expenditures.
Discuss and/or act on training/conferences, if any.
Discuss general operations of department.

13. Child Support – Deb Barnes – Present.

Review Performance Measures.
Review check summary. Not available.
Discuss general operations of department. First few days of the call center are going well. The customer service representatives take calls and forward messages to the case workers in the agency. The case worker then proceeds with whatever needs to be done on the case. So far things are going well and hope for a good 2012.

14. Sheriff's Department - Sheriff Wollin – Present.

Animal shelter/animal control officer report (reports in packet). Discussion took place regarding the decision to go with Mauston instead of Oxford. The number of hours and days will be limited because of the time and traveling to go to Mauston. Sheriff did talk with Christina at the Humane Society and she offered support if we ever have any questions regarding the transition. Supervisor Miller threw out a scenario about someone calling into Dispatch for a stray cat and Sheriff Wollin explained how this process will work. Again, if there are emergency situations like the large case we had two years ago, we certainly wouldn't wait that amount of time to take that many animals but under a regular scenario, the time would be a day or two for the ACO to pick up the animal and deliver it to the Mauston Vet Clinic. The only thing the Humane Society will accept is personal animals dropped off and they will pay a surrender fee. They will not take animals that are "found" because they would then have to hold the animals for seven days. Trena Larson also mentioned that if anyone has a cat, they can certainly drive to Mauston to deliver the cat to Mauston if they choose to not care for it until they have cat pick-up day. They are all hoping residents take more responsibility in regard to cats.

Discuss general operations of department. Nothing under operations.

Approve conference/training if any. Training Conferences: Out of State Training: Request for training scheduled in February for an Investigator. There is no cost for this training however hotel and meals will be a cost to the County. Sam drafted a Resolution for this training and submitted it to the committee. Motion to send this Resolution to the County Board for the Investigator to attend. Miller/James, MC/UN.

Discussion/Action on Supplemental Employee Handbook. Sheriff Wollin indicated we delivered the 414 Union Contract along with a copy of the Employee Handbook and asked if there were any questions and did not, this will be addressed with the Transition Committee on January 19th. Ms. Larson stated she spoke with Sheriff Wollin regarding the handbook and agrees with Attorney Albert that it should go forward to the Transition Committee for recommendations and/or decisions.

Per Supervisor Miller: Tabled from December Meeting - Discuss/Act Resolution regarding the Sergeant and Lieutenant positions. Supervisor Miller stated he may want to table until February meeting due to Ward and Keckeisen not being present. Supervisor Miller asked Sheriff Wollin what his thoughts are. Sheriff Wollin indicated he was confused as to why this was on the agenda again when this was settled previously or so he thought. He explained his stand in the whole situation, he put everything in writing regarding the resolution and next thing he's told it's tabled again for another meeting. Supervisor Miller again states his concerns are that number one in the future you look at the SO to have three lieutenants and three additional sergeants then look at the County if someone is in business and you have three Lieutenants in a business, but decide you only need two and wait for someone to retire, no one in private business is going to wait to reduce that to two positions they are going to do it immediately. His thoughts are if you only need two Lieutenants then let's do it and move on. Sheriff Wollin states this will be a transition process we can't just flip a switch and move forward with two Lieutenants tomorrow. They will be there to train and guide the Sergeants moving forward and if they are not there it will just set everything back. Supervisor Miller states he takes it seriously when it comes to eliminating someone's job but just because it's in the budget doesn't mean a whole lot. Sheriff Wollin also reminder Miller that if the Resolution states a Lt. position will be eliminated not just under "retirement" but if a Lt. leaves for any reason whatsoever. The transitions of this whole process doesn't just affect one area of the department, it affects many. Supervisor James asked if Sheriff Wollin had a specific time frame for this transition and Sheriff Wollin indicated he does not have a specific time frame for any of this as it's not all set in stone yet. Supervisor Miller in the end indicated he would most likely choose to have all five committee members present for a vote on this. Trena asked if Marcia Kaye has been present and Sheriff Wollin indicated his rights to decide how the Sheriff's Office is run. Supervisor James has stated he would like more understanding of Sheriff Wollin's vision for the Department. Sheriff Wollin said he would be more than happy to sit down with him to explain. Sheriff Wollin also asked what the County would offer this person who would be eliminated as some sort of severance package if this does occur and Supervisor Sebastiani said this would be more of a decision for the Executive Committee.

Motion to table until next regularly scheduled meeting James/Miller, MC/UN

Captain Beckman – Present.

Tabled from December: Review November monthly expenditure report and check summary. No questions, approved.

Motion for a ten minute recess at 10:05, James/Miller, MC/UN. Meeting called back to order at 10:12 am.

Approve December monthly expenditures if available. Not available.

Discuss any additional general operations of department. Supervisor Djumanji stopped down and Captain Beckman gave her a tour of the jail as she requested.

15. Medical Examiner, Angela Hinze – Angela Hinze and Marilyn Rogers, Present.

Monthly expenditures report. Angela Hinze went through the December Activity Report as submitted.

Approve conference/training if any.

Discuss general operations of department. An information booklet was handed to the committee to review for training for Becky Koehn to attend. Becky should be done with her formal training within a month and then will attend this training.

- a) Unpaid balance w/funeral home. She wants to know how to handle the \$800 outstanding removal fee balance which Roseberry's has not paid. They continue to bill on a monthly basis and back a few months ago she forwarded a letter from an Attorney that represents the parties speaking as to how deal with this is entirely up to the Committee. Jake Roseberry does not intend to pay this because he never actually received a direct answer from a question he had asked regarding the removal fees and who the bill is to – the funeral home or

the family? Roseberry's will not pay the removal fees out of their own budget. The funeral home as well as their Attorney states the County cannot bill the funeral home for services they have not requested. Angela Hinze gave more insight and explained how this process works. Mr. Roseberry feels these billings should be directed toward the family rather than through him as a third party as stated again, these are not services they requested and feel they should not be involved at all. Ms. Hinze also states her office has never had this type of an issue come up with any other funeral home. Trena Larson will look into this process for a way the County can bill the party for these removal fees since Roseberry's will not agree to incorporate this into their accounting process. Ms. Larson should bring this forward to the committee next month.

- b) Issues related to donations. The handout "Document of Anatomical Gift Authorization for Organ and Tissue Donation" was explained. Ms. Hinze wanted to first address the fact that three tissue services have been contacted by Jake Roseberry regarding tissue services. He had some inquiries as a citizen as there were some concerns. Supervisor James reminded Mr. Roseberry that if he has specific issues with Ms. Hinze he should be working directly or contacting her directly to work these issues out. She stated we do have three tissue service contracts which means that all hospitals by Act 230 have an agreement for tissue removal related to donations. Ms. Hinze explained this process in detail. The embalming invoice was also explained by Ms. Hinze. The Death Certificate/signature situation was also addressed. Supervisor James wanted to know if Ms. Hinze has received any other complaints from any other business regarding delays in paperwork or other things. Ms. Hinze stated she did not.

Supervisor James asked Jake Roseberry and put forward a scenario and Mr. Roseberry did not agree with the whole scenario and agreed to label this entire conversation "beyond silly". Additional discussion took place regarding this entire situation. Supervisor Sebastiani asked Jake Roseberry what do we have to do to make you happy? Jake Roseberry stated the office should be run by State Statute and explained different ways to make it simply and straight forward to get the stuff done on time. Roseberry's has not raised their cremation prices but has not lowered them either. Mr. Roseberry indicates that if he's ever in the position the committee members are he would surely make some significant changes. This created some interesting dialogue. No other questions were asked of the committee, Mr. Roseberry or Ms. Hinze and the conversation ended.

Ms. Hinze asked the committee that instead of hiring another person in the ME's office, the cost of the third employee would be split between the two current employees. Angela is asking if the committee would have a problem with splitting the 3rd MOU's wages and would not change the budget amount. Questions were raised if two current Assistant ME's were agreeable to what was being proposed. After much discussion and realization, Ms. Hinze's recommendation is to leave the situation as it is right now and leave the third MOU out there in case they should ever need it. Supervisor James would like to see three employees in the ME's office. Ms. Rogers said what she would like to see is to take their time and try to find someone to fill the third position in the office. Trena Larson indicated they could post the announcement with no end date or "until a qualified person is hired" and this would give them more time to find someone qualified and more suitable to fill this position. Motion to remain with the same MOU's we currently have with two positions receiving the pay of three. Also we should post the position without an end date and see if we can get good candidates. James/Miller. MC/UN.

Supervisor James wanted to review the ME's office new departmental policy with regard to signatures due within 24 hours. There was additional discussion on this regarding Roseberry's and the ME's office.

16. Approval of all vouchers and monthly expense reports. December financials were not available yet as this meeting was scheduled a week earlier than usual. December financials will be approved at the February 6th committee meeting.
17. Set next meeting date. Monday, February 6, 2011 at 9:00 am in Conference Room A260.
18. Action items for next meeting.
 - a) Supervisor James would like a progress report on dealing with the new animal set up with dogs and cats.
 - b) Place on February agenda regarding the Sergeants and Lieutenant position within the Sheriff's Office.
 - c) Review and approve December and January financials for each Department.
 - d) Trena will check into a process for the ME's office regarding invoicing for removal fees.
19. Adjourn: James/Miller, MC/UN.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Bonnett/ Cada / Hinze / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Larson

2011
Total

Adams County Humane Society
1982 11th Avenue, P.O. Box 375
Friendship, WI 53934

Monthly Report 2011



Total number of animals that came in is: 888

	Total	Dogs	Cats	Gpig/ Rat	Townships animals came from
ACO	293	142	151		Adams City Limits: 78
Strays	353	90	263		Big Flats: 26
Surrender	194	76	118		Colburn: 3
Transfers	45	45	0		Dell Prairie: 44
					Easton: 37
Adopted	172	97	74	1	Friendship Limits: 37
Redeemed	41	36	5		Jackson: 15
Euthanized	147	20	127		Leola: 26
Passed Away	41	0	41		Lincoln: 29
Went to Rescue	212	57	155		Monroe Center: 20
					New Chester: 58
ACO Adopted	52	29	23		New Haven: 27
ACO Redeemed	91	88	3		Preston: 63
ACO Euthanized	116	14	102		Quincy: 64
ACO Passed Away	1	0	1		Richfield: 6
ACO Went to Rescue	43	19	23	1	Shelter Yard: 17
					Strongs Prairie: 58
					Springville: 57
					Town of Adams: 126
					Rome: 38
					Jefferson Cty: 1
					Jackson Cty: 8
					Juneau Cty: 7
					Wood Cty: 9
					Columbia Cty: 13
					Marathon Cty: 5
					Milwaukee Cty: 8
					Kenosha Cty: 1
					Waukesha Cty: 1
					Marquette Cty: 1
					Wautoma Cty: 2
					Eau Clair Cty: 1
					Dane Cty: 1
					PCHS: 1

Expenses

HR	
Payroll	54,697.06
Federal Payroll Tax	7,710.35
State Payroll Tax/unemployment	2,356.38
Com. FICA Expense	4,954.50
FUTA/SUTA	2,261.99
Tax/Payroll Prep	907.20
Utilities	
Adams Cty Solid Waste	759.50
ACEC - Electric	5,697.40
ACEC- Security	317.70
Telephone	1,648.47
We Energies	2,915.33
Website	168.35
ACHS Building	
Bldg Maintenance	3,283.54
Postage	189.26
Office Supplies	1236.71
Cleaning Supplies	839.18
Animals	
Veterinarian	17,078.64
Animal Equipment	2,308.27
Animal Medical	11,015.59
Insurance	
Chubbs Ins. D&O	689.00
Indiana Ins. Comm.	1,676.00
Indiana Ins. W/C	2,278.00
Indiana Ins. Auto	644.00
Other Expenses	
Legal Expenses	8,167.66
Seminar	1,078.23
Van Maintenance & Repairs, Gas	1,029.94
Miscellaneous	2,246.91
Refund of Deposit Spay/Neuter	875.00
Publicity & Fundraising	4,307.14

Total: 143,337.30

Total: 888

Income

Donations:	34667.75
License Fees:	15314.74
Fundraisers:	27411.51
Adams County:	39999.96
Adoptions:	16690.00
Surrenders:	2656.00
Redemptions:	3206.00
Bite Cases:	420.00
Memberships:	4400.00

Total: 144,765.96

Public Safety & Judiciary Committee
Tuesday, January 17, 2012
5:00 p.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting was called to order at 5:05pm.
2. Was the meeting properly announced? Yes
3. Roll Call. Sebastiani, Miller, Keckeisen, James. Ward Excused.
4. Approve the Agenda. James/Miller, MC/UN
5. Approve minutes of prior meeting. No Minutes
6. Public participation (*If requested by the Committee Chair*). None
7. Correspondence. None.
8. The Committee will convene in closed session per Wis. Stats. §19.85(1)(g), for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The committee convened in closed session at 5:07 pm. James/Miller, MC/UN
9. The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. The committee reconvened in open session at 5:40 pm. James/Keckeisen, MC/UN.
10. Approval of all vouchers and monthly expense reports. None.
11. Set next meeting date. None.
12. Action items for next meeting. None.
13. Adjourn. Adjourned at 5:43 pm. James/Miller, MC/UN

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Keckeisen / Miller / Ward / Wollin / Beckman / McFarlin / Bonnett/ Cada / Hinze / Gervais / Helmrick / Warner / Barnes / County Clerk Dept / McGhee / Green / Larson

ADAMS COUNTY SOLID WASTE COMMITTEE
December 11, 2011, 5:30 PM
LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Patrick Gatterman
Mike Keckeisen
Alexandria Beckman, SAYL
Nick Theisen, SAYL

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Al Sebastiani, County Board Chair
Erik Lietz, Ayres Associates
Barb Morgan
Everett Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 5:30 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, GATTERMAN, KECKEISEN, BECKMAN AND THEISEN. *Motion by Keckeisen, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM NOVEMBER 15 & 16, 2011: *Motion by Morgan, second by Johnson, to approve the Open Session minutes as presented for the November 15 and November 16, 2011 meetings. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: None.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for November 2011 along with the Check Summary Report for November, 2011. Discussion was held. *Motion by Gatterman, second by Johnson, to approve the Financial Report and the Check Summary Report for November 2011. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated December 14, 2011 (see attached copy). *Motion by Gatterman, second by Morgan, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES: Ms. Diemert updated the Committee on the progress with IROW. We have met a couple times to discuss contract language. We will continue with this project and report back at the next meeting.

Ms. Diemert reported that there have been no further updates on regionalizing Adams, Monroe and Juneau Counties.

Ms. Diemert also reported that she met with the Village of Coloma to discuss curbside services. We will be providing collection service for the 1st quarter on a time and materials basis.

RESOLUTION TO PURCHASE INTERNET SERVICE: Ms. Diemert presented a resolution to authorize the purchase of internet service through Frontier Communications. A better internet connection is needed at the landfill since multiple connection problems are kicking employees out of the computers and we are out of commission for hours at a time. All our computers are connected to a server connected via internet to the Courthouse network. Our routing program will also not work without internet connection. *Motion by Keckeisen, second by Johnson, to approve the purchase of internet service through Frontier Communications pending review of the resolution by Corporation Counsel. Discussion was held. All in favor. Motion carried.* Committee members will sign the final resolution drafted by Corporation Counsel.

RESOLUTION TO ENTER INTO DELINQUENT ACCOUNT COLLECTION SERVICE: Ms. Diemert presented a resolution to enter into a contract with Professional Placement Services to provide delinquent account collections services. We are currently using them to provide this service and their commission has decreased from 25% to 19%. *Motion by Gatterman, second by Babcock, to approve using Professional Placement Services for our delinquent account collection services and to sign the resolution following Corporation Counsel's review. Discussion was held. All in favor. Motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert reported that the two trucks discussed last meeting did not meet our needs and that Hank is continuing to search for trucks. No additional equipment or vehicles were purchased.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the two employees that are still out with injuries. One is a Worker's Comp injury and the other is not. No other employee updates were presented.

She next presented a Personnel Recruitment Form and Job Description for the Part-Time Scale Clerk/Secretary position that was created in the 2012 Budget process. *Motion by Johnson, second by Morgan, to sign the Personnel Recruitment Form, approve the job description, and forward to Personnel Director for filling. Discussion was held. All in favor. Motion carried.*

Ms. Diemert next presented a Personnel Recruitment Form and Job Description for a Part-Time Truck Driver/Laborer position that is needed for the two new hauling contracts. This was not created in the 2012 Budget as we did not have confirmation of the new curbside contracts at that time. The new contracts will pay for this position and no additional money will be added to the tax levy. This will need to go to Executive Committee and County Board prior to filling the position. *Motion by Johnson, second by Morgan, to sign the Personnel Recruitment Form, approve the job description,*

and forward to Personnel Director and Executive Committee for approval. Discussion was held. All in favor. Motion carried.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Any updates needed.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, January 11, 2012 at 5:30 PM at the Courthouse. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:12 P.M..

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

**ADAMS COUNTY SOLID WASTE COMMITTEE
JANUARY 11, 2012, 5:30 PM
LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934**

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Patrick Gatterman
Alexandria Beckman, SAYL
Nick Theisen, SAYL

Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Barb Morgan
Everett Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 5:32 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, GATTERMAN, BECKMAN AND THEISEN. ABSENT/EXCUSED: KECKEISEN *Motion by Johnson, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM DECEMBER 14, 2011: *Motion by Morgan, second by Johnson, to approve the Open Session minutes as presented for the December 14, 2011 meetings. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented two resolutions for signatures that were approved at the December meeting.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for December 2011 along with the Check Summary Report for December, 2011. Discussion was held. *Motion by Gatterman, second by Johnson, to approve the Financial Report and the Check Summary Report for December 2011. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated January 11, 2012 (see attached copy). *Motion by Gatterman, second by Morgan, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES: Ms. Diemert updated the Committee on the progress with IROW. She reported that the contract has now been referred to Corporation Counsel for his review.

Ms. Diemert reported that there have been no further updates on regionalizing Adams, Monroe and Juneau Counties.

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert reported she had no additional equipment or vehicles to approve.

EMPLOYEE UPDATE: Ms. Diemert updated the committee on the progress of the Part-Time Scale Clerk/Secretary hiring which was placed in the paper this week. She also reported on the Part-Time Driver/Laborer position that will be presented to County Board on Tuesday night.

Ms. Diemert updated the Committee on the three employees that are still out with injuries. Two are Worker's Comp injuries and the other is not. No other employee updates were presented.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Any updates needed.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, February 8, 2012 at 6:00 PM at the Courthouse. *Motion by Gatterman, second by Babcock, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 6:48 P.M..

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SW
1-11-12
2 of 2

ADAMS COUNTY SOLID WASTE COMMITTEE
February 8, 2012, 6:00 PM
Room A160, Courthouse, Friendship, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Patrick Gatterman
Nick Theisen, SAYL
Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Barb Morgan
Everett Johnson
Patrick Kotlowski, Hwy Commissioner
Marcia Kaye, Personnel Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:00 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, GATTERMAN (joined the meeting at 6:15), KECKEISEN AND THEISEN. ABSENT/EXCUSED: BECKMAN. *Motion by Morgan, second by Keckeisen, to approve the Agenda as corrected. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM JANUARY 11, 2012: *Motion by Johnson, second by Morgan, to approve the Open Session minutes as presented for the January 11, 2012 meetings. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a resolution for signatures. The resolution was approved by the Committee at the January meeting for PPS collection service for delinquent accounts.

LANDFILL DEPT. WORKING WITH HWY DEPARTMENT/HWY COMMISSION: Patrick Kotlowski and Marcia Kaye were present to discuss possible options for cross-training employees to assist each other during staffing shortages. Some examples of times when extra help is needed are: snow emergencies; concrete blow-ups; tornado events/road debris cleanup; traffic control/flagging; garbage routes; leachate hauling; and chainsaw operations. Discussion was held on using a pool of qualified trained on-calls & LTE's. Discussion was also held on these on-calls & LTE's being able to be moved into full time positions when they occur, at the Dept. Head's discretion. This would allow employees that are already trained to immediately fill vacancies. This may entice people to apply for

the on-call & LTE positions. Further discussion will take place on this as things such as shared benefits, overtime pay, and wage differentials need to be discussed.

It was the Committee's consensus to pursue this idea with Marcia's assistance and continue discussions with Transition/Consolidation Committees.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for January 2012 along with the Check Summary Report for January 2012. Discussion was held. *Motion by Gatterman, second by Johnson, to approve the Financial Report and the Check Summary Report for December 2011. All in favor. Motion carried.* Ms. Diemert also reported on the Year End 2011 summary.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated February 8, 2012 (see attached copy). *Motion by Morgan, second by Johnson, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES: Ms. Diemert updated the Committee on the progress with IROW. She reported that the contract was referred to Corporation Counsel who is reviewing it and should have it done tomorrow.

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert presented a report from Federal Property showing from 7/1/1998 the Solid Waste Department has purchased \$2, 815,000.00 worth of equipment, vehicles, tires, etc. for a total cost of \$150,087.00.

Ms. Diemert presented information on Freightliner tractor trucks available through Federal Property that are in excellent condition and have low miles. These trucks can be used for roll-offs if we transfer the rails & hoists from our existing trucks which need to be replaced in the near future. They may also be able to be used as compacting trucks. Depending on the price we would like to acquire several of these.

She also reported on a used Peterbilt 40cy front load compacting truck from DC Equipment Sales in Minnesota. This garbage truck is needed with the additional customers being picked up in the southern Adams and Marquette counties due to Veolia pulling out of the area.

Motion by Morgan, second by Johnson, to authorize the Director and Foreman to acquire the needed trucks at their discretion with available budget and equipment funds. Discussion was held. All in favor. Motion carried.

EMPLOYEE UPDATE: Ms. Diemert updated the committee on the progress of the Part-Time Scale Clerk/Secretary hiring. After testing the four individual that met the job requirements the Chair and Director will conduct interviews at a later date. She also reported on the Part-Time Driver/Laborer position that is being advertised at this time.

Ms. Diemert updated the Committee on the three employees that are still out with injuries. Two are Worker's Comp injuries and the other is not. No other employee updates were presented.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no new trainings or conferences to approve.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Any updates needed.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, March 7, 2012 at 6:00 PM at the Courthouse. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:35 P.M..

Respectfully submitted,
Myrna Diemert, Recording Secretary

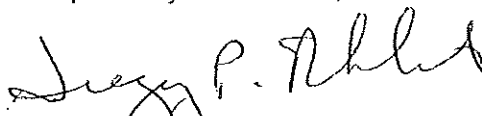
THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 458
February 1, 2012
Report for the month of January, 2012

The 2012 Monument Maintenance Program is of the corner monuments in the Towns of New Chester, Lincoln, Richfield, and Colburn. The project is well under way and will continue during February.
I am continuing with the duties of my office.

Respectfully Submitted;

A handwritten signature in dark ink, appearing to read "Gregory P. Rhinehart". The signature is fluid and cursive, with the first name "Gregory" being more prominent.

Gregory P. Rhinehart,
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2012

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,500.00	\$ 400.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,500.00	\$ 300.00
FEBRUARY			
Balance	\$		
MARCH			
Balance	\$		
APRIL			
Balance	\$		
MAY			
Balance	\$		
JUNE			
Balance	\$		
JULY			
Balance	\$		
AUGUST			
Balance	\$		
SEPTEMBER			
Balance	\$		
OCTOBER			
Balance	\$		
NOVEMBER			
Balance	\$		
DECEMBER			
Balance	\$		
Grand Total	\$		



**UW
Extension**
Cooperative Extension
Adams County

Extension Committee

Minutes of Meeting

January 10, 2012 @ 1:00PM

Adams County Community Center

569 N. Cedar Street, Extension Conference Room 123

Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 123, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call:** **Board Members:** Florence Johnson, Jack Allen, Glenn Licitar and Dave Repinski – Present. Diane England - Excused
Extension Staff: Don Genrich, Jennifer Swensen, Theresa Wimann, and Linda Arneson – Present. Mary Ann Olson – Excused
SaYI Member: Brittany Metoyer - Present
Others Present: Tom Schmitz, UW-Extension Central District Director
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Licitar and Second by Allen to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Repinski Second by Licitar to accept minutes of the Extension Committee Meeting of December 13, 2011 presented. Motion carried.
6. **Public Participation:** Larry Podoll, Edie Felts-Podoll and Fran Dehmlow signed in to comment on Support for Former Employees item 8a.
7. **Communication:** None
8. **Items for Action or Discussion:**
 - a) **Support for Former Employees:** Chair Johnson reviewed the discussion and motion made at the December 13, 2011 Extension Committee meeting and asked Edie Felts-Podoll if she would like to speak on this issue. Felts-Podoll spoke, in hopes to clarify any misunderstandings, about several programs she has volunteered with, and the type of assistance she has requested from Adams County UW-Extension. Committee decided that Linda Arneson would provide a monthly report to the Extension Committee detailing what, if any, support is provided by Adams County UW-Extension office.
 - b) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by Allen Second by Licitar to place Monthly Reports on file. Motion carried.
 - c) **Review Calendars of Extension Education Staff:** Committee reviewed January calendars for all education staff.

- d) Review Check Summary for November and December and Financial Statement for December 2011: November and December Check Summaries and December Financial Statements were reviewed. Motion by Allen Second by Repinski to place November and December Check Summaries and Financial Statements for December 2011 on file. Motion carried.
- e) WACEC District 3 Meeting Update: Committee members shared what they had learned at the WACEC District 3 meeting. Johnson brought back some 4-H After School programming information. Allen complemented Olson and Wimann on the presentation they gave at the meeting. Licitar discussed the produce auction. All thought it was an informative event to attend.
- f) Community Center Discussions: Genrich advised that Community Center Department Heads would be meeting on January 27th to discuss suggestions on how to use the Henning Estate funds. A report will be provided to the Extension Committee at the February meeting.
- g) Staff Hours: Genrich discussed support staff changing hours from a set 8:00 a.m. – 4:30 p.m. with an hour lunch Monday through Friday schedule to a flexible schedule. The office would remain open to the public Monday through Friday from 8:00 a.m. – 4:30 p.m. On occasion support staff would work evenings or weekends in support of Extension programming and would take time off (start later in day/leave early/day off) in that same pay period. In addition staff would be able to complete total pay period hours in 9 days which would give them a day off during the pay period. None of this would create overtime or comp-time. After discussion it was decided to try this on a temporary basis and report back to committee at the February meeting.
9. Set Next Meeting Date: Next regular meeting will be February 14, 2012 at 1:00 p.m. at the Adams County Community Center.
10. Agenda Items for Next Meeting:
- Support to Former Employees
 - Community Center
 - Extension Centennial Celebration
11. Adjourn: Motion by Repinski and Second by Allen to adjourn. Motion carried. Meeting adjourned at 2:55 p.m.

Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Diane England, Committee Secretary

These minutes have not been approved by the Extension Committee.